



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 27th September 2023 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 21st September 2023

Members of the press and public are welcome to attend.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes.
 - a) Town Council meeting on Wednesday 23rd August 2023 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. Co-Option Candidate(s)
 - a) Co-Option candidate(s) to provide the Council with information on their background and experience and explain why they wish to become a member of the Town Council. (Maximum 5 minutes per candidate).
 - b) To consider co-opting candidate(s) who have come forward in response to the casual vacancies on the Council and, if appropriate, to appoint Councillor(s) by co-option. (If appointments are made, the new Councillor(s) if present, should then sign the Declaration of Acceptance of Office). (Maximum 10 minutes.)

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

8. The Neighbourhood Plan survey (Pages 164-178 extracted from the Redenhall with Harleston Neighbourhood Plan Consultation Statement) evidenced a widespread desire for Redenhall with Harleston to have a community centre (copy herewith).
 - a) Members are asked to agree in principle an application to South Norfolk District Council for 'Pride in Place' grant to carry out a feasibility study.
<https://www.southnorfolkandbroadland.gov.uk/communities/pride-place-community-grant-scheme>
The study would consider the best options for providing a community centre including the options of
 1. incorporating a new community centre by way of renovation/extension to the Memorial Leisure Centre
 2. a new build to replace the existing Memorial Leisure Centre
9. To receive a briefing paper on Norfolk Council Councils recommendation that Broad Street Bus Stop is upgraded to Gold Bus Stop Standard (copy herewith)
 - a) Does the Town Council wish to proceed with the 'Gold' standard bus stop? Specification to be agreed.
 - b) If so, does the Town Council want to retain the existing bus shelter or have it replaced?
10. To receive the drafted report from Compass Point relating to planning application [2023/1418](#) including amendments being made to the application and submitted on the 11th September (copy herewith)
Location: Land North Of Spirketts Lane Harleston Norfolk.
Proposal: Erection of 91 x dwellings with associated landscaping and external works
Application Type: Full Planning Permission
SNDC's Senior Planning Officer has now requested comments from the Town Council.
 - a) Agree next step action.
11. Following a meeting between the Town Clerk, Vice Chairman and Norfolk County Council Highways engineer a verbal update will be provided relating to the extension of the yellow lines on Love Lane.
 - a) Council to agree next step action.
12. To receive a copy of the proposed PSPO together with a map of the district and details of the formal consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour
 - a) To agree on the answers to the following questions and any other comments on the proposal by the 29th of September 2023:
 - 1) Do you agree with the proposed PSPO being applied across district?
 - 2) Do you agree with the proposed regulatory controls in the draft PSPO?
 - 3) Do you agree with the proposed period of operation of the draft PSPO?
13. The planning committee recommended that the Town Council receive a proposal on the possible reduction of street lighting between the hours of 12am and dawn to enable cost savings on electricity, having received an initial quote for the installation of timers the Clerk recommends that the members agree for the proposal to be revisited at the time of budget setting (copy herewith)
14. To receive a briefing paper relating to Courteenhall (who are the new owners of the Gawdy Hall Estate) who would like to open discussions on the possible transfer of the small parcels of triangular grass / common land within Harleston, located off The Common, which forms part of the Lordship, to Harleston Town Council.
 - a) To agree next step action.

15. To receive the current premises licenses PLA 0298 and 19/00117 review, formulate, and agree any questions or points of concern relating to the licenses if required (copy herewith)
 - a) To agree the premises licenses PLA 0298 and 19/00117 are still 'fit for purpose'.
 - b) To agree the Town Clerk, Chair and Vice Chair contact details will be provided to the Licensing & Enforcement Officer/SAG Chair at SNDC as a point of contact for any concerns raised about PLA 0298 and 19/00117 premises licenses.
16. To receive and note the contents of month 4 & 5 Income and Expenditure report and formulate and agree any questions for the Finance Committee (copy herewith)
17. To receive and note the contents of month 4 & 5 Bank Reconciliation and formulate and agree any questions for the Finance Committee (copy herewith)
18. To receive and note the contents of the Payments Lists listed below.
 - a) 4th August payments list (copy herewith)
 - b) 16th August payments list (copy herewith)
 - c) 11th September payments list (copy herewith)
19. To note payments in line with FR4.1
 - a) £21,509.43 plus VAT to Action Play and Leisure. Full amount to be reimbursed from SNDC using S106 funds.
 - b) £4,463.00 plus VAT to Westcotec. 50% to be reimbursed from NCC via the Parish Partnership Scheme.
20. Clerk to provide an update on the progress of the outstanding matters relating to the Town Improvement Scheme (copy herewith)
21. To receive and note any updates from representatives.
 - a) Exchange II
 - b) Harleston Information Plus - lottery application (copy herewith)
22. To receive Committee updates and report on any significant issues arising³:
 - a) Planning Meeting - Last meetings held 7th August and the 11th of September.
 - b) Amenities Meeting – Last meeting held 13th September.
 - c) Executive Meeting – Last meeting held 20th September.
23. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from
 - a) Chairman
 - b) Councillors (for information only)
 - c) Clerk (copy herewith)
24. To receive significant correspondence and agree on actions required.
 - a) County Councillor -Road Safety Community Fund (copy herewith)
 - b) Letter to Clerk of the council re proposals to reduce street lighting (see item 13 on the agenda) (copy herewith)
 - c) Recommended by Amenities Committee - Market Square and Exchange Street (copy herewith)
 - d) Correspondence received relating to item 11 on the agenda (copy herewith)
25. To note the date of the next Town Council meeting on Wednesday 25th October 2023 7.00pm start in the Social Room at the Memorial Leisure Centre.

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 23rd August 2023 at 6.30pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Keith Harrison, Shelagh West, Lucy Chenery

Also, present: Emma Chandler (Deputy Clerk)

Members of the Public: Michael Hardy

1. Welcome

Cllr MBA welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies from Cllr Digby due to a prior engagement.
Apologies were unanimously accepted.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

None declared.

4. To receive and approve the minutes of the

a) Town Council meeting on Wednesday 19th July 2023

Unanimously accepted and the minutes were signed by the Chairman

b) Town Council meeting on Wednesday 26th July 2023

Unanimously accepted and the minutes were signed by the Chairman

5. To note progress on decisions made at the last meeting of Council.

Noted

6. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).

18.34 standing orders were suspended

Discussion took place regarding the possibility of negotiation and the duration of the contract considering the potential for additional lighting being introduced in the coming years because of new developments.

18.43 standing orders were reinstated

7. To receive up to date quotations from Utility Aid (at the meeting) and consider the options:

- a) 12 months
- b) 24 months confirmed
- c) 36 months

8. **Confirm which option the Council selects for the Deputy Clerk to complete the administration.**

Unanimously agreed to the 24 month option for the Deputy Clerk to complete.

Action – Deputy Clerk

Additionally, it was requested to provide an editorial to the Grapevine detailing the savings that have been made since the changeover to LED lighting and how this would also benefit people in their homes. Cllr West to work with the Deputy Clerk on the editorial for the October edition.

Action – Cllr West and Deputy Clerk

9. **To note the date of the next Town Council meeting on Wednesday 27th September 2023, 7.00pm start in the Social Room at the Memorial Leisure Centre.**

Meeting ended 18.54

Signed

Date

Town Council – Progress Report – September, 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk	June Town Council meeting.	Outstanding
Full Council	12 th April Item 19(a)	Correspondence relating to the Harleston Town Football Club lease agreement.	Draft a response on behalf of the Town Council.	Cllr Wilkins		Waiting for the outcome of the extraordinary meeting held on the 5 th July. Cllr Wilkins no longer in situ. Outstanding See entry from 19 th July Item 7 Matter Closed
Full Council	5 th July 2023 Item 6	Football Club Lease	To proceed the council agreed for the Clerk to appoint a new solicitor.	Town Clerk	ASAP	
Full Council	19 th July Item 7	12 th April Item 19(a)	Clerk to contact Mr Metcalf and arrange a meeting with Clerk and Chairman	Town Clerk	ASAP	Chairman has met with Mrs Metcalf. Matter Closed
Full Council	19 th July Item 9a/b	Finance	Month three to be added to the next Finance Meeting	Town Clerk	October meeting	Added to the October Finance agenda Matter Closed
Full Council	19 th July Item 10b	Toddler Area	Approved the use of Action Play and Leisure. Contact to arrange a start date	Deputy Clerk	ASAP	Deputy Clerk contacted APL and work will commence of the 24 th July 2023 Matter Closed
Full Council	19 th July Item 11e	Members Training	Presentation Slide for the councillor training have not been received and information on free courses	Town Clerk	ASAP	Sent to councillors on 4 th August 2023. Matter Closed
Full Council	19 th July Item 11g/h	FR's and SO amendments	Add amended versions to the website	Town Clerk	ASAP	Amended versions added to the website Matter Closed

Town Council – Progress Report – September, 2023

Full Council	19 th July Item 12d	Planning Advisors	Appoint Compass Point for Spirketts Lane North	Town Clerk	ASAP	Appointed. Matter Closed
Full Council	19 th July Item 16	Harleston Shed	Add item to next agenda	Town Clerk	September meeting	Added to the September agenda. Matter Closed
Full Council	19 th July Item 17	Candlers Lane	Inform Highways that the council support the extension to yellow lines on Redenhall Road from Candlers Lane	Deputy Clerk	ASAP	Deputy Clerk has informed Gary Overland and awaits further instruction. Could take up to 18 months for documentation to be passed. Matter Closed
Full Council	19 th July Item 20b	Town Council Action Plan	The Deputy Clerk was requested to add Youth Clubs to the Town Council Action Plan	Deputy Clerk	ASAP	Added to plan Matter Closed
Full Council	26 th July Item 7	Spirketts Lane Timeline	The Clerk confirmed she would get the timetable from the case officer asap.	Town Clerk	ASAP	
Full Council	23 rd August 2023 Item 8	Street Lighting Electricity Contract	Complete administration for the 24 month contract	Deputy Clerk	ASAP	Administration Complete Matter Closed
Full Council	23 rd August Item 8	Street Lighting	requested to provide an editorial to the Grapevine detailing the savings that have been made since the changeover to LED lighting and how this would also benefit people in their homes. Cllr West to work with the Deputy Clerk on the editorial for the October edition.	Deputy Clerk & Cllr West	October Grapevine	Editorial supplied to the Grapevine for the October edition. Matter Closed

- Youth services. Expanded GP services including midwife and Health Visitors. Mental Health provision.

(15) It has been suggested that more INDOOR community meeting space is needed. If land became available, what would you like to see it used for?

450 responses

Summary of the data: 'Community centre' mentioned 57 times, 'pool' mentioned 51 times and 'swimming pool' 48 times, 'cinema' mentioned 31 times, and 'wedding' 27 times.
Action: Feed into policy on community infrastructure.



Unsorted data

- 1. Community and Charity events 2. Business Fairs 3. Indoor facilities accessible to older residents 4. Functions
A blood doner place miss being able to go to Apollo like before now have to travel!
- A building for a community centre
- A Community Centre as a single storey
- A Community Centre instead of a 'GYM' which is used by MANY who do not live in Harleston and do not PAY (rates or otherwise) for the privilege - Money allocated to Redenhall with Harleston should be spent on THE RESIDENTS of Redenhall with Harleston
- A community centre large enough to accommodate local clubs and also have facilities for large parties i.e. weddings etc.
- A community centre perhaps with space for a weekly farmers' market, FE provision, meeting rooms, youth centre etc
- A community centre, maybe containing a library area and a cafe; more of a place for all to meet with planned activities for our whole community including the elderly.

- A community centre. Harleston unlike other villages has no real village/town hall such as Wortwell community centre.
- a community for everyone please
- A community function hall for dances & parties etc
- a community hall where people could hold parties and get together - the Apollo has been missed
- A Dance hall - just a suggestion. I Ballroom & Sequence Dance at Brockdish Village Hall (not during Lockdown of course)
- A Dance hall - just a suggestion. I Ballroom & Sequence Dance at Brockdish Village Hall (not during Lockdown of course)
- A Decent Community Centre with Kitchen facilities & Bar to cater for all Groups. Swimming Pool.
- A decent sized Hall similar to that in Wortwell. We have very little space except church halls etc
- A facility for events - theatre, live music, craft markets, etc.
- a good-sized community centre with a multi-use main hall, badminton facility and function facilities. Smaller rooms for clubs and societies with good kitchen facilities. Not everyone wants to use a gym!
- A hall that could be used for different events & hired out for private parties etc
- A hall to hire for functions
- A Large Building with Main Hall and Side Rooms, to compare with some small Villages similar Buildings.
- A large hall for the community with many uses
- A Leisure Hall for about 200 people seated as this Town has not got
- A mixed-use community centre for cinema, meetings and general arts presentations.
- a mixed-use sports and arts, social and communal space for people of all ages, especially youth, single/isolated folk. it should be inviting for people of all backgrounds, regardless of class, social and cultural background or sexual orientation. multiple small spaces rather than a big hall so that multiple events can take place, as well as kitchen facilities for food events, soup kitchens, supper clubs, cooking classes, etc.
- A modern community centre for social gatherings and events.
- A multi-generational, multi-use space that is NOT directed to Fitness and Sports. Social activities for larger demographic. We need a real COMMUNITY INDOOR Space with Outdoor area too. Leisure/Pleasure/Educational uses.
- A multi-purpose community centre is desperately needed. Preferably with a swimming pool.
- a multi-use hall
- A new Community Centre
- A new leisure centre / gym / sports facility - current leisure facility could be more community / meeting based including Town Council offices
- A place for younger people to go like an indoor sports facility.
- A place for younger people to go like an indoor sports facility.
- A place to hold socialable events
- A place to meet up and discuss areas of concern/community activities
- A proper hall that is versatile for many different groups and regular clubs but also suitable for one off bookings such as children's parties. A bit like Mendham and Withersdale's hall but on a bigger scale. Would need to be fairly central or at least offer decent parking facilities.

- A proper youth/community centre. A real place for young people to go, mix & learn new skills. Can be used for groups. Separate area for groups like the men's shed, getting people to learn different skills
- A provision such as Wortwell Community Centre, with rooms available for both larger and smaller events.
- A public swimming pool would be a great asset
- A social club or multi use village hall
- A suitable multi-purpose, all-community venue, for clubs to meet and activities and events to be held.
- A swimming pool and new gym"
- A town this size needs a Community Centre, and it is nothing short of a scandal that one does not exist.
- a true community centre - not just for sport. Somewhere toddler groups to OAP groups could meet, with a hall along the lines of Wortwell, but with a couple more smaller rooms added.
- A true community centre similar in size to Wortwell. It's a pity the Apollo club closed especially now that Diss Cue Club has closed too
- A venue for visiting theatre / music groups
- A village hall would be welcome for community activities and fund raisers.
- A well-run self-sufficient community hall, which can be hired out for weddings etc evening / day meetings for example slimming world, scouts, dance clubs etc, etc.....
- A youth centre catering for all ages.
- Activities for over 55's
- Activity Centres
- Activity groups (e.g. University of 3rd age), music venue
- Adult clubs with learning available (New widows/widowers) household chores cooking etc.
- all age groups
- All ages, groups, education, clubs, and receptions.
- ALL COMMUNITY GROUPS FOR MEETINGS, CLASSES ETC. FUNCTION ROOMS, WOULD BE GREAT IF POSITIONED SO RESIDENTS WALK TO IT IF THEY DON'T DRIVE. YOUTH CLUB AREA WITH SNACK BAR. LEAVE SPORTS FACILITIES AT RECREATION GROUND, IMPROVE THAT AREA. HARLESTON HAS MUCH LOCAL TALENT, AREA FOR LOCAL'S TO DISPLAY ART & CRAFT WORK.
- All the functions of a traditional village hall. Needs to feel that it belongs to the whole community
- Also somewhere you can have a works Xmas do, or hire for a special party "
- An accessible well-designed and eco-friendly multi-functional community hub with facilities for performances, film screenings, exhibitions, meeting rooms, messy spaces for creative activities, area for young people, and informal small-scale performances, plus bar/cafe.
- An attractive well designed building (not done on the cheap). mixed sized rooms but suitable for weddings, private parties & dances for all ages & also suitable for theatrical productions
- An in-Village Hall type Building would be most useful for all the organisations in Town to use with Parking
- Any community events - fayres, clubs such as scouts, cinema nights, guest speakers, meeting rooms for businesses, youth centre, etc.
- Any community use - sport, meetings, clubs etc

- Any indoor community meeting space must be fully accessible and be a multi-functional space to meet the needs of small and large social gatherings o creative / sports (health and fitness classes) / educational events"
- Any organization or Club in the vicinity got to be self-funding
- Anything in the community
- Anything that is suited
- Apollo Centre Should have been purchased for the community and turned into centre
- Apollo style regular band/dance evenings
- areas for exercise etc.
- Art, music and dance
- Arts & culture Youth programmes
- Arts centre with performance space. Youth area.
- Arts centre/theatre/cinema/gig space
- Arts, wellbeing and performance
- As a Centre for Community Events and also Private Hire
- As a general place to meet for anyone of all ages, to have a Cup of Tea or Coffee, Book Exchange Library, a place to leave Messages and Enquiries about any subject.
- AS ABOVE
- As already stated, the old Sports & Leisure Centre if developed can offer a much & is central to the Town.
- As we no longer have the Apollo Rooms, something similar would be nice
- Available to rent for family parties / events
- Baby/parent groups, exercise classes, private hire for bday parties etc
- Bands, Other musical events Plays and activities for the lonely and elderly!
- Beer festivals and the like.
- Before any new community space is built steps should be taken to better use the underused existing indoor community meeting space.
- Bingo Quizzed Collectables fairs
- Bingo, receptions,, community get together
- Blood donation
- Blood donation
- Both of our schools have two halls that could be used far more by community groups. Most of these have good audio-visual equipment.
- Bowling Alley, Cinema
- Bowling Alley, Indoor Bowls, Designated Cinema/Theatre
- Building like Wortwell Community Centre. U3A, Cinema, Children's Parties, Blood donation, Brownies etc, Daytime adult clubs, youth club.
- Child groups
- Child groups
- Childcare/children clubs
- Childcare/children clubs
- Children indoor play centre
- Children's activities
- Children's parties
- Cinema
- cinema Church services
- Cinema, Bowling alley, trampoline Centre, skate Park. Something for the youth of Harleston to actually enjoy, seeing as there's nothing in the town other than the park with a few bits of equipment & they've been asking for something to do for years.

- Cinema, Music events, Educational Courses, Fairs, Craft classes, Lectures
- Cinema, swimming pool, Dance hall
- Cinema/Activity Centre/Community Centre
- Classes in Craft Work, Sculpture, Painting etc
- Clubs
- Clubs and social groups
- Clubs Crafts Drama Cooking Music
- Clubs for all age groups
- Clubs for children and adults, sports, functions, community plays and performances
- Clubs, parties and community events
- Community Activities, Coffee Shop, Play Group, Sports, Luncheon Club
- Community cafe
- Community centre
- Community Centre - (Something similar to the Apollo)
- Community centre and youth centre
- Community centre available for multi-use
- Community centre for all purposes - exercise, hobbies and interests, blood donation and elections
- Community Centre for Classes, Events, Youth Club
- Community centre for socialising events
- Community centre for socialising events
- Community centre similar in style and use as the one at Wortwell
- Community Centre to be available for all age groups and interest especially for young residents but with their input
- Community centre to hold groups for children and teenagers (sports)Also to be used for evening family bingo, film nights, crafts.
- community centre with dance floor (also for weddings and wakes)
- Community centre with facilities for theatre/cinema performances (Apollo site would have been perfect)
- community centre with parking
- Community centre with useful items for general public such as pool, snooker, darts evening events or space to hire out
- Community Centre, with a stage and facilities for plays and music performances, and films, with rooms available where youngsters could meet, and for adults to socialise, and facilities for parents with young children
- Community centre. Sports area. Swimming pool
- community centre/village hall!!
- Community centres
- COMMUNITY CENTRES.
- Community cinema
- Community cinema, swimming pool
- Community cinema, swimming pool
- Community events, private hire, blood donations.
- Community function hall
- Community function hall
- Community function hall
- Community Function Hall
- Community function room/ building large enough for social events with associated facilities.
- Community get togethers, meetings, indoor sports, function rooms
- Community groups e.g. Girlguiding, Scouting

- Community Groups, sports hire, hospitality similar to Wortwell village hall
- Community Hall
- Community Hall for Meetings, Functions & Sport
- Community hall, badminton, tea dances, meetings, social gatherings, concerts, drama, talks, wedding receptions. Cinema, children's parties
- Community hall/theatre/music venue
- Community projects and theatre
- Community pub/bar
- Community Space for Local Organisations
- Community swimming pool
- Community swimming pool
- community venue, hiring purposes, theatre & music events
- Community village hall for everyone
- Community, film nights, evening class education in academic study and craft. A Swimming pool and a place for live entertainment such as music and theatre show.
- Community/leisure centre
- Community/village hall
- Concert area with stage suitable for weddings and entertainment (concerts etc) Youth clubs etc.
- Concerts, shows, films, Club meetings
- Contemporary space for theatre, music, art, wine bar/bistro - somewhere to spend a relaxed, cultured hour or three in nice surroundings without having to drive to Bungay, Diss, Wingfield, Halesworth, Norwich
- Could be used for clubs, musical events for the young people of Harleston. Cinema and theatre opportunities would be good. Perhaps snooker again and other sporting activities.
- Counselling for mental health and wellness. Community centre to use for parties and events.
- Craft Fairs. Car Boots. Discos. Youngsters activities
- Dance classes"
- Dances Instead of looking to build other Indoor Facilities Harleston should knock down & rebuild a new Leisure Centre for 21st Century!!
- Dances for the elderly. Weddings. hiring for Parties & Clubs
- Dances, weddings, somewhere good for young people to replace the Apollo
- Dances/Exercise, Antique Fairs, Markets
- Dancing - ballroom - sequence - disco - films - basketball
- Dancing & bingo with good social club
- Day centres, crèches etc
- Definitely community meeting space.
- Definitely need a community hall for functions weddings/bands/plays/pantomime s. Harleston miss the apollo rooms for sure.
- Definitely needed!! Sport, Theatre, Local Venue, Cinema & a Meeting Space
- Do not use new land for this development - compulsorily purchase the old site of the Apollo.
- Don't know
- Don't really know
- Drop in aged, related groups
- Early years education/play groups, a space available for community or individual hire at a competitive price, e.g. for celebrations or events
- Events - Social Activities Dances/Discos Parties Wedding/Celebrations

- Excellent idea but we must not forget the Apollo closed as it could not be sustained as a going concern. The Hope Church bid was not given the support it deserved by the TC and interested parties should be brought together to find a way forward. I see great benefit to be gained by church groups, theatre and dance groups, cinema and Am Dram groups, Further education and U3A. Festivals and market fayres. Nostalgia groups, shows and demonstrations. Disco and other social activity. I think there is sufficient demand so as not to take business away from other venues that get revenue from the groups they host. It is a shame that outlying villages have a much better community facilities than Harleston.
- Exercise Groups. Club Activities, (Young & Elderly) Adult Learning Courses
- Expand the leisure centre for more sport activities and communal services.
- Facilities for dance and use by local groups for up to 300 people"
- Facilities for the elderly
- Fairs, fetes are usually on the recreation ground however parking is not enough for lots of visitors. We no longer have the 'fireworks' venue. We have lost the Apollo Club. Somewhere with a building for gatherings and decent parking could serve both indoor and outdoor.
- For community groups especially for youth groups. For formal and informal social events. Musical and artistic events
- For entertainment & social gatherings.
- For example like the Wortwell Community centre. Use for sport/meetings/entertainment
- For Town Gatherings e.g. Clubs - Brownies or Cubs / Private Parties etc.
- Free use for clubs
- Full range, kids play and development right through to leisure and meeting place for elderly
- function hall
- function Hall (Apollo)
- function Hall now the Apollo has gone
- Function Room Parties/Weddings
- Function rooms e.g. for parties, weddings, etc. concerts. WITH PARKING
- FUNCTIONS - PARTIES WEDDINGS SPORT
- Gatherings, events
- General Public Use
- General Public Use
- Group Meetings - Film Nights
- Groups for children sports activities
- Groups for children sports activities
- Hall for use for Sports/Meetings-similar to Wortwell - miss the Apollo Club
- Hall suitable for hire to musicians, for parties, with catering facilities.
- Hall to Hire for Private Events
- Harleston had a brilliant indoor facility but very few used it. When it closed its doors everybody said why did it close? where will we have a party etc? Why waste money building another one to stand unused?
- Harleston had a brilliant indoor facility but very few used it. When it closed its doors everybody said why did it close? where will we have a party etc? Why waste money building another one to stand unused?
- Health, Sport, Community, Private Hire.
- Hope Church tried for this + it was turned down. We do not have a place big enough to hire for a medium size Family Wedding, for e.g.: - so cannot celebrate anywhere in Harleston but Redenhall, miles away from the Town.

- I do not consider more space is needed rather that the space already available is updated/modernised & made available e.g. Kings Hall, Leisure Centre, Jays Green, Memorial Hall, School Halls, Cadet Hut etc. These Spaces should be used for: - Children's Play, Older Kids Groups, Craft Clubs, Private Hire:- Sports (e.g. Badminton, Basketball, Karate)
- I don't think we need more indoor space when the ones we have at the moment are hardly used.
- I have always though it odd that Harleston does not have its own Dedicated Village Hall.
- I know that Rosedale Funeral Home are looking for a local space to hold bereavement support groups in a covid secure environment
- I think there is probably enough
- I think we need to have something for young people to do/go
- I would love to see a Building big enough to use for a Theatre. The School are pricing out the Local Group that have been going for nearly 100 years.
- I would prefer that any development was on brown field sites and not on green field land
- I'm not sure what indoor spaces will provide. Supporting our local coffee shops and cafes is more important for indoor community spaces.
- If this did become available there would the time to ask, what do we need as a Town, the bigger the Town gets - needs change
- IN HARLESTON GRAPEVINE THERE IS A LIST OF NUMEROUS INDOOR HALLS/ROOMS FOR HIRE DONT NEED ANY MORE. BUT IT WOULD BE GOOD TO HAVE A TEENAGERS SOCIAL CLUB
- Indoor Community Meeting Space should be versatile and open for people to use for Clubs and Gatherings
- Indoor community spaces not needed. Make better use of buildings already existing e.g. 2 churches, sports centre
- INDOOR FARMERS MARKET
- indoor games, fitness, sports and social events such as darts, snooker etc. or cinema
- Indoor Markets
- Indoor markets, tabletop sales, monthly cinema, social events e.g. parties, weddings etc
- Indoor social space for hire to use for Town Ball etc
- Indoor sport, parties, wedding venue, clubs, community activities
- Indoor sports facilities, e.g. pitches and a swimming pool are the only indoor facilities currently lacking.
- Indoor swimming pool / spa facility with fitness and treatment rooms and cafe
- Indoor swimming pool,
- it should be used to build a community hub which caters for group meetings, theatre and arts events
- It would be good to have a central meeting area, but this is not my high on my priority list. There is a need for a purpose-built facility for the young people of Harleston.
- It would be nice to have a building used as a community hall, a bit like what Wortwell have that can be hired for events, parties etc. This is severely lacking.
- Just like a general community centre
- Kids Clubs - Something more for Children
- King George's Hall has kitchens and a hall suitable for a wide variety of community use. It is right next to St. John's allowing linked events. There is convenient free public parking behind the building.

- LARGE ENOUGH HALL INCLUDED FOR MEETINGS NEW LEISURE CENTRE. SPACE FOR TOWN GROUPS TO MEET, THIS SHOULD ALSO INCLUDE A STAGE AND KITCHEN AND, IF POSSIBLE, EQUIPMENT FOR PRESENTATIONS
- Large Multi-Purpose Sports Centre incorporating promotion of Fitness & Wellbeing inc. Cafeteria
- Larger Museum, Hobbies for Groups
- Leisure centre
- Leisure facilities holding parties, weddings etc.
- Local (Members Only) Licensed Community Hall for families for social use.
- Local Club House available
- Local community groups, function venue.
- Local Community which does NOT mean Football Club!!
- London Road Church has an excellent hall, and the main church building is available for some community events other than worship. There is ample free parking just opposite.
- Look up the Grapevine and that gives a long list of activities and organisations that meet outside the town due to a lack of local (and suitable) premises
- Man's Shed
- Meeting Hall suitable for concerts, theatre, exhibitions etc.
- Meeting place for all ages
- Meeting place for teenagers
- Meeting rooms to hold whist drives, bingo, places where clubs can meet.
- Meeting space for local groups. Space for AM Dram group. Exercise classes
- Meeting Space to cater for all age groups.
- Meeting, sports clubs. Beavers and cubs groups.
- Meetings for various interest groups e.g. U3A
- MEETINGS OF LOCAL GROUPS RE-LOCATE MUSEUM SPACE FOR GROUPS TO HAVE OWN DEDICATED AREAS SUCH AS MENS SHED
- Meetings, - Lectures - Theatre and the Arts - Properly equipped for the 21st. Century - Community Activities - Linked with Schools
- Men's shed. sports facilities bowls
- Mental health groups
- Mixture of groups
- Modern community centre with a variety of room sizes to suit small to large gatherings
- Modern Leisure Centre incl swimming pool. Replacement for Apollo Rooms
- More sports facilities
- Mostly for the youth of the area in the new building sites
- Mother baby groups. Breastfeeding cafe
- Multi use community centres, A bigger, better leisure centre, somewhere bands could play
- Multiuse
- Music - choir singing or instrumental playing
- music venue"
- N/a
- new community centre with parking - multi use
- New community centre, for all to use
- New community centre, for all to use
- New community hall for everyone to use. Swimming for everyone.
- New leisure centre/gym as they have outgrown their space located at the recreation ground.

- New Village Hall
- Nice community hub with cafe
- Nicer leisure facilities with swimming pool, calm area for things like tai chi, yoga etc. Art/entertainment facility with cafe etc. open for all day and evening with access to all.
- Nicer leisure facilities with swimming pool, calm area for things like tai chi, yoga etc. Art/entertainment facility with cafe etc. open for all day and evening with access to all.
- No comment
- No need
- No opinion
- No particular view
- Not interested
- Not interested
- Not needed
- Not needed.
- Not qualified to answer as only Resident for 3 years
- Not Required
- Not sure
- Not sure if King Georges Hall, Leisure Centre are at full capacity at present
- Not sure, there are a lot of indoor community meeting spaces, but all attached to specific groups. Definitely needs to be more resources for young people to meet safely and be given meaningful leisure and learning and social experiences. Like Youth Clubs used to be. A swimming pool would be good and a good resource for fitness and mental health.
- Nothing leave it green
- OAP tea dances Dance and classes for all ages, genders and abilities and more places for young teenagers to meet socially.
- Older people community groups, exercise groups
- Open access for all local groups
- Open access for all local groups
- Open Cinema below Card & Party Shop! Swimming Pool and Garden Centre with a Tropical House
- Open to public to hire"
- Outdoor green space to be integrated with the site"
- outdoor space would be more useful
- Parent Toddler Theatre Groups Mental Health Meetings Food Bank/Community Kitchen
- Parties weddings
- Performing arts
- Place for elderly to meet. Youth Club, exercise class, Dancing
- plenty of room to extend community centre not just a gym including a bar/club
- Private events Swimming pool Youth centre Somewhere for teenagers to meet Coffee shop
- Private Hire much that the Apollo was used for. Blood Donors. Clubs. Bar/Snooker
- Public hire
- Public Swimming Pool
- Purpose built gym elsewhere so the building at the recreation ground can become a community hub.
- Recreation
- Recreation

- recreational
- REMEMBER THE APOLLO - MORE SUCH FACILITIES WOULD ENHANCE COMMUNITY SPIRIT - TO HOLD EVEWTS - PRIVATE & PUBLIC
- Remodel existing Leisure Centre
- Remove the Leisure Centre. Start Again. To Build a Community Centre worthy of Harleston. Include Gym. Meeting Rooms. Large Hall with Stage for Events & Parties & Functions. Accommodation for Town Council. Meeting Place for Young People up to 18 years. Run as a proper Business with a paid Manager who would go out to attract Business - Activity - Pay for themselves, would make a profit. Leave Town Council to Run the Town.
- renew leisure centre
- Replacement of the Apollo Rooms for events catering for 200+ guests (weddings, parties, conferences...)"
- Room Hire - AA Meetings, Book Club, WI Meetings, Bingo, Keep Fit (all ages) older people Dementia Day Care over 7 days p.w.
- Rooms/small Halls for Meetings of Clubs - well equipped for variety of uses.
- See : DISS CORNHALL. i.e.. Large Community Hall. Move Council Offices into Building
- see above
- Similar venue to the Apollo Rooms. Function room, restaurant, club, bar. Similar to Park Hotel?
- Since the Apollo Rooms closed there is nowhere of a reasonable size to have dances or large meetings. This has been sorely missed.
- Since The Apollo Rooms closed, we are sadly lacking a Community Venue that can be used by the town and local groups, also for private hire for wedding receptions, parties, live music, lectures etc. Most communities have this kind of facility.
- Snooker club & meeting area would be good if land became available
- Social Activities for all ages
- Social activities for teenagers/young adults. Bowling
- Social Club
- Social club as leisure centre used to have a thriving one cheap rent to clubs beavers etc
- Social club for residents.
- Social Club, Play Group or similar. To be available for private hire.
- Social club, sports Hall, function room
- Social clubs, where people can get to know each other.
- Social Events for all ages. Blood Donors Meetings (Not necessarily formal meetings)
- social events/ community events/ indoor sport etc.
- Social gatherings indoor sport
- Social gatherings. Music and dance
- Social gatherings. Music and dance
- Social/Community centre or venue e.g. for social club/cafe/bar for events, showing films, snooker/pool, live music. (Diss, Bungay and Beccles all have such venues)
- Soft play area, a bigger gym
- Some clubs now running would appreciate space to increase membership
- Some sort of community area suitable for everyone of all ages for functions etc like so many village halls in the area
- Some sort of community area suitable for everyone of all ages for functions etc like so many village halls in the area
- Something for the elderly can meet and be safe

- Something to replace The Apollo Rooms, for music events. Plus art events.
- something to replace the destroyed Apollo Rooms, it held Boot Sales, Antique Fairs, Christmas "Doos" etc.
- somewhere social events (performances, musical, theatrical can be held
- Somewhere that can accommodate activities such as pool, snooker, table tennis, darts, team sports such as basketball, indoor football, roller-skating.
- Somewhere to hold events, receptions, local sales
- Somewhere to meet, have lectures/talks etc, in addition to St John's
- Somewhere you can hire for public or private functions
- Space for clubs or classes to rent might be nice.
- Sport
- Sport/ recreation - giving blood etc.
- Sports - Badminton / Table Tennis Snooker. Food bank. Social clubs. Local meetings.
- Sports & Exercise facilities for all age groups
- Sports + Youth Activities
- Sports and local clubs. E.g. bridge craft over 60s etc
- sports and social club. theatre/cinema. swimming pool
- Sports hall for badminton, basketball etc and space for holding parties, gigs etc
- Sports Hall, Children's Soft play, IT hub Clubs, education, Drama, choir
- Sports, Leisure, General Community use
- Sports, education, social groups, a swimming pool
- Sports, parties, meetings, music venue
- Squash courts, indoor tennis.
- St. John's has undertaken extensive improvements to accommodate community use including adding audio-visual equipment, flexible seating (or open space), and a new kitchen. These improvements were supported by a number of community organisations and businesses. It is currently used for concerts, for Foodbank, the U3A and by other community organisations. Art exhibitions are planned. There is convenient free public parking behind the building.
- Support groups for single parents, those living alone and people with mental health difficulties.
- Swimming pool
- Swimming pool
- Swimming pool
- swimming pool
- Swimming Pool
- Swimming pool
- Swimming pool
- Swimming pool
- Swimming pool
- Swimming Pool & Exercise Areas
- Swimming pool and social centre for young people
- Swimming pool similar to Stradbroke
- Swimming pool,
- Swimming pool, badminton courts, Youth Club, Royal British Legion,
- Swimming pool, cinema, bowling Alley, Different groups to use, Night club, Theatre, soft play for little ones
- Swimming pool, indoor hockey
- Swimming pool, indoor hockey

- Swimming Pool. WILDLIFE CONSERVATION RESERVE. Garden Centre. Clothes Store for young adults - affordable
- Swimming pool. A proper community centre
- Swimming pool. Village hall type facilities for classes & cinema.
- Swimming pool/leisure facility.
- Table Tennis Sports not currently available
- Table Tennis. Nearest facility currently is Diss or Beccles
- Teenagers
- Tennis courts, sporting facilities for those who like to do more than just Pilates, yoga and Zumba
- The Apollo was historically an excellent resource however the fact it is no longer there suggests it was underutilised and therefore lost for that reason. A building like Wortwell community centre would be good however probably impractical in terms of cost to build run and maintain. The extra houses we have already had to endure in theory should have helped reduce our rates however there is no evidence of this. We have one of the highest precepts for miles! WHY!?. An indoor space would escalate this problem.
- The Apollo was historically an excellent resource however the fact it is no longer there suggests it was underutilised and therefore lost for that reason. A building like Wortwell community centre would be good however probably impractical in terms of cost to build run and maintain. The extra houses we have already had to endure in theory should have helped reduce our rates however there is no evidence of this. We have one of the highest precepts for miles! WHY!?. An indoor space would escalate this problem.
- The local jobs clubs, they could even hold training and courses for all our local residents, keep it LOCAL
- The town council office/ leisure centre building has rooms available for community groups to use.
- The young people and children in the town
- The Youth - Basketball, Netball - Facilities for Disabled & wheelchair users, indoor & outdoor
- Theatre productions, parties, venue for weddings etc.
- Theatre, meeting hall
- Theatre, the Arts. A bespoke building for putting on plays, entertainment, etc.
- Theatre, Youth clubs, Community activities.
- Theatre/meetings/cinema. Another supermarket
- There are enough Halls etc. in Harleston and use of these facilities should be encouraged before building more
- There are enough places in Harleston that can be utilised, school, leisure centre, church hall, J.D. Youngs, other new faculties just an extra cost on the rates.
- there are plenty of Halls etc. Probably not sufficiently used anyway. If you must do this - look at the excellent facilities at Poringland.
- There are plenty of halls/buildings that can be used for community spaces I would rather see a new school or extra facilities for the existing school to utilise
- There is a lack of practical, adaptable space in Harleston that for meetings and community activities, including adult education classes. Consideration should be given to a community space with built in versatility that could offer different size rooms, possibly some exhibition/display space (even offer a home for the museum) and good wi-fi internet access. There is a thriving arts community around Harleston, monthly local cinema, as well as a thriving amateur dramatics group. A centrally located community space that could accommodate these would bring

some real life into the Town and help post pandemic reimagining of the "High Street".

- There is nowhere in that is suitable for meetings, parties or anything else. A real shame. A social club with an of chute area for families.
- There would be a cost in creating community space. Why not make more use of the Secondary School space, St George's Hall and the Meeting space at Shotford Bowling Club.
- To house all the self-important people who think they know best
- Town small Clubs, Talks and exhibitions.
- Town events, shows, functions
- Trampoline park, live music venue
- u3A church gatherings and weddings. Indoor activities for the younger people.
- Varied us i.e.: wedding receptions, parties, group activities
- Various activities, such as yoga/exercise, crafting groups, children's/teenagers clubs
- Various clubs, sports, plays etc
- various craft clubs, cinema, hired out for interesting talks
- Various Local Meeting Rooms. Short Mat Bowls. Films & Concerts, Plays etc
- Venue for larger events, including weddings, live music and drama, cinema, dance, parties, sales, rehearsals for music/drama groups etc.
- Venue for recreation to hire for events private functions etc
- Village Hall similar to that at Withersdale.
- We desperately need smart, non-religious affiliated indoor community centre run as a business (like the one in Pulham) which would be suitable for NHS Blood Service to visit as well as holding small gatherings like wakes and baby / toddler groups. The existing halls in town are too run-down for these needs.
- We do need a building to be available for hire by community for family events, public meetings, concerts with larger capacity and proper amenities.
- We had one - The Apollo Club & Rooms - closed because it wasn't supported
- We had something like this with the Apollo rooms - that was demolished but the land is still open to development. That would be a perfect venue for such a building. Alternatively, redevelop the building on the "Rec"
- We have the Leisure and Village Halls For Indoor Community Meeting
- We need an equivalent to a Village Hall to be able to house all the Clubs and Social Activities
- We need decent Function Rooms
- WEDDINGS, PARTIES, DANCES & Meeting place for various clubs - some are struggling to have a place to meet
- WEDDINGS, PARTIES, MUSIC EVENTS, DISCOS TOWN BALL ECT
- What bewiles me is a small village like Long Stratton has a purpose-built facility, Harleston seems to be bottom of the list every time. we have had nothing for the public built for the people of Harleston for years. we need a function room, swimming pool, somewhere for the elderly to meet during the day. purpose built not just a multi room hall doesn't work/
- What's already in the town is adequate
- Wide spectrum of social and entertainment events
- Woodland, communal green spaces, orchards and meadows. It is not indoor meeting areas that the town needs, but outdoor areas.
- would be nice to have a swimming pool
- Yes please!! Could be built as 'a space'. Then would have the scope to use for lots of things. Events could be held, meetings, weddings, groups, coffee/meeting place for lonely people, playscheme, list is endless, and very much needed.

- Yes to get the community together
- Yes! Yes! Yes! We need a Community Centre for Functions, Meetings, & for use by Clubs/Organizations, Youth Groups etc.
- yoga/dance studios
- Young Children
- Young people's activities (i.e.: click & climb)
- YOUTH ACTIVITIES
- Youth activities
- YOUTH CENTRE
- Youth Club
- Youth club or activity centre, swimming pool
- Youth club space 11–17-year-olds
- Youth club, ten pin bowling, cinema
- Youth clubs, functions , clubs such as exercise classes
- Youth clubs, functions , clubs such as exercise classes
- Youth Clubs, Swimming Pool, Snooker, Dances
- Youth groups i.e. Scouting + Guiding groups weekend events/sleepovers. Training courses i.e. First Aid
- Youth groups, holiday clubs, baby and toddler groups, adult classes
- YOUTH PROJECTS, MUSIC, GAMES ETC. CLUBS FOR OLDER FOLK
- Youth Projects. Meetings
- Yrs

(16) If a site is developed with some OUTDOOR open space available for the community, what would you like to see it used for? (Please tick ✓ one or more boxes)
539 responses

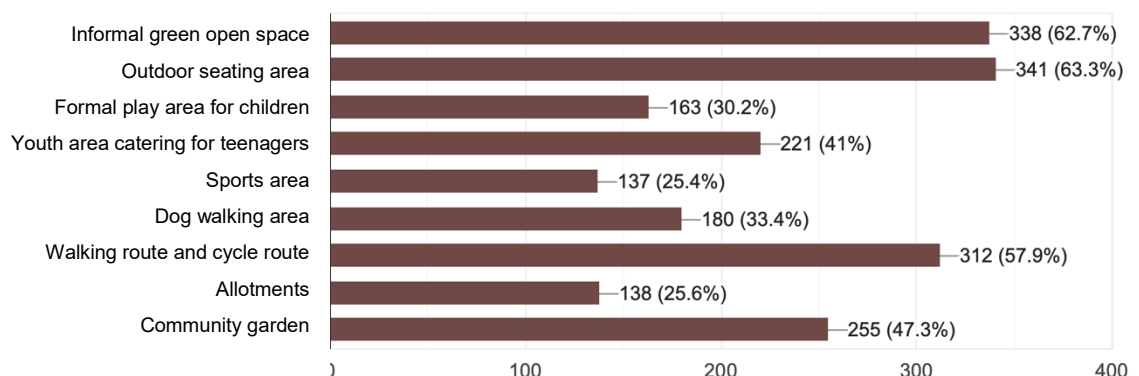
Summary of the data:

Top preferences

- Outdoor seating area (63.3%)
- Informal green open space (62.7%)
- Walking route and cycling route (57.9%)
- Community garden (47.3%)
- Youth area catering for teenagers (41%)

Some more specifics added in the 'other' list.

Action: Feed into policy on community infrastructure.



Gold Bus Stop Briefing Paper

Purpose of Paper

To inform councillors about the proposal for a Gold standard Bus Stop in Broad Street, Harleston giving the options provided by Norfolk County Council.

To answer the following questions

1. Does the town council wish to proceed with the 'Gold' standard bus stop? Specification to be agreed.
2. If so, does the town council want to retain the existing bus shelter or have it replaced? This decision is important as it will affect the brief provided to NCC highways.

Examples of Gold Bus Stops in Norfolk





The Proposal

- NCC would fully fund the improvements through the Bus Service Improvement Plan.
- NCC want to deliver the scheme in partnership with Harleston Town Council to ensure the best possible outcome for the town's residents.
- NCC would deliver any highway-related works including kerb changes, surface improvements and bus shelter procurement/installation. I would consult with the local highway engineer about any changes and once agreed, the scheme would be passed to a highway designer to deliver. This process can be timely, depending on the level of improvements, but every effort would be made to expedite delivery. Desire completion date is April 2024.
- Any new bus shelter with/without living roof, seating, planters and cycle parking would be adopted by the town council who would then be responsible for the continued maintenance. Specification of each item to be agreed.
- If agreed that the existing bus shelter is retained, I would ask that the Town Council commissions a local business to undertake any works i.e. painting, mortar joints, roof repairs/cleaning, etc. NCC to provide funding grant on receipt of a quotation.
- The level of consultation for the plans is at the town council's discretion.

It's NCC's ambition to provide adequate cycle parking at 'Gold' standard stop to facilitate multi-modal travel. For example, giving residents living further away from the bus network the option to cycle to the bus stop, leave their bike and access public transport. This has proved successful at other locations and is something we'd like to encourage. I have included a suggested location in the annotated designs, but this is purely indicative.

Below are is the presentation provided by NCC for the council and options A and B for the council to discuss.

Gold standard bus stop – Harleston, Broad Street



Norfolk County Council

Gold bus stop – The specification

Better bus stop standards

DfT Priority: A single local bus network with clear information

We propose a series of actions to improve the quality and consistency of bus stops in Norfolk, ensuring that a decent standard of service is given to more passengers waiting for, boarding and alighting their buses. This is the first stage of a more ambitious bus stop and bus interchange programme that the County will pursue in a future update of this BSIP.

The Council has developed categories for bus stops and interchanges across the county with what should be expected at each stop in each category. This will form the foundation of improvements to bus stops and interchanges in this programme, and further improvements that may be delivered within the lifetime of a future BSIP.

The categories are set out below:

BRONZE	SILVER	GOLD	PLATINUM
• Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Bus stop flag • QR code linking to mobile bus departure board	• Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Bus stop flag • Printed stop-specific timetable • QR code linking to mobile bus departure board	• Covered waiting area e.g. bus shelter • Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Improved public realm including additional seating provision and lighting • Cycle parking provision • Bus stop flag • RTPI stop-specific departure display with audio announcements/disruption messaging • Printed stop-specific timetable • QR code linking to mobile bus departure board	• Covered waiting area e.g. bus shelter • Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Improved public realm including additional seating provision and lighting • Cycle parking provision • CCTV • Bus stop flag • Real-Time Passenger Information (RTPI) departure summary display • RTPI stop-specific departure display with audio announcements/disruption messaging • Printed destination finder/route finder • Printed stop-specific timetable • Multi-modal travel information • QR code linking to mobile bus departure board



Project objectives

- Raising the profile of bus travel at a strategically important interchange.
- High-quality waiting facilities and information for bus passengers.
- Supporting a network of multi-modal travel options *e.g. last mile connectivity*.
- Future-proofing locations for new types of infrastructure *e.g. EV charging, bike share*.
- Establishing partnership working between local and county councils to deliver community-based schemes.

Commitments

NORFOLK COUNTY COUNCIL

- Fully-funded scheme to point of delivery.
- Promotion of Travel Norfolk brand to encourage residents/visitors to travel sustainably.
- Ongoing commitment to providing quality, real-time bus information.
- Future consideration to further upgrade facilities to improve sustainable travel.

TOWN COUNCIL

- Adoption of travel-related infrastructure including bus shelter, public benches and cycle stands.
- Local consultation and promotion in conjunction with NCC.

Delivery steps – approx. 10-12 weeks

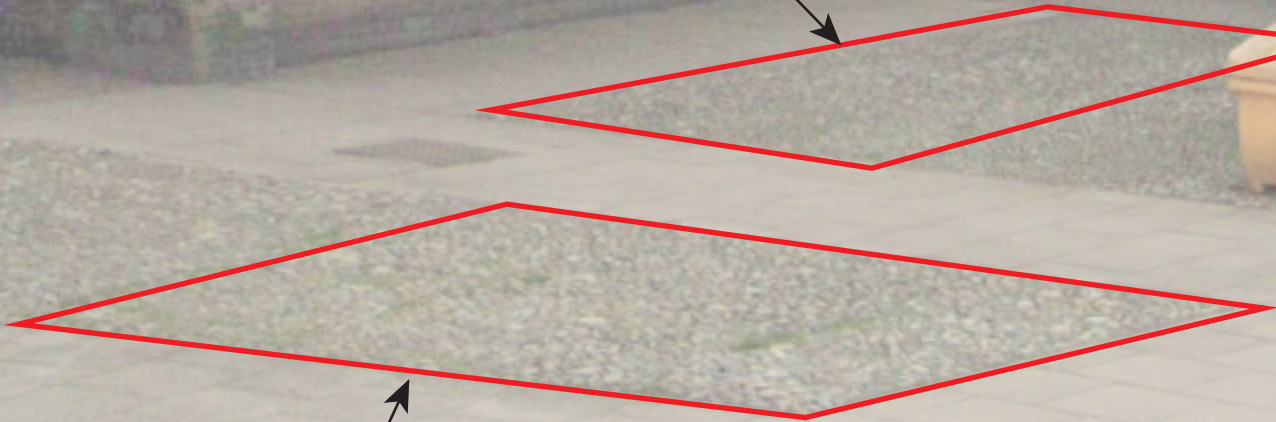
1. Stakeholder engagement
2. Agree the brief – shelter, bench specifications
3. Procurement – 3 quote process to the open market or NCC framework contract.
4. Orders placed.
5. Manufacturer/build of infrastructure.
6. Installation of infrastructure including Real-Time Information display.
7. Completion.

OPTION A

Rennovate existing brick bus shelter including new seating and modify to create a window to improve visability of approaching buses.

Installation of 3-line LCD Real-Time Passenger Information display. Power to be accessed via existing feeder pillar.

Suggested cycle paking area to facilitate multi-modal travel.



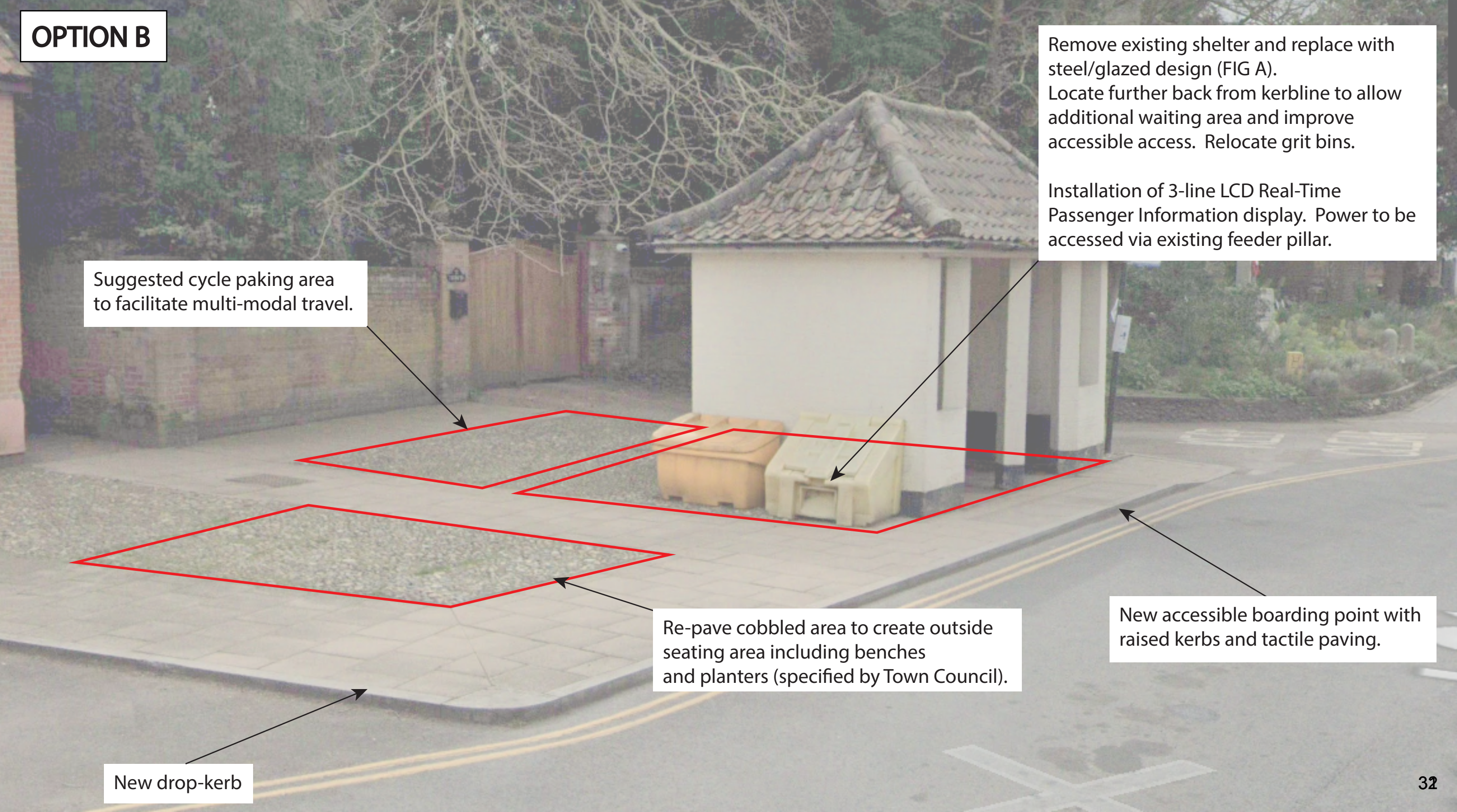
New drop-kerb

Re-pave cobbled area to create outside seating area including benches and planters (specified by Town Council).

New accessible boarding point with raised kerbs and tactile paving.

Widen footway to improve accesibility for pedestrains and mobility aids e.g. scooters, wheelchairs. Re-lining of double-yellows.

OPTION B



Suggested cycle paking area to facilitate multi-modal travel.

Remove existing shelter and replace with steel/glazed design (FIG A).
Locate further back from kerbline to allow additional waiting area and improve accessible access. Relocate grit bins.

Installation of 3-line LCD Real-Time Passenger Information display. Power to be accessed via existing feeder pillar.

Re-pave cobbled area to create outside seating area including benches and planters (specified by Town Council).

New accessible boarding point with raised kerbs and tactile paving.

New drop-kerb



**Advice for Redenhall with Harleston Town Council in respect of
Planning application 2023/1418 – Land north of Spirketts Lane**

September 2023

Compass Point Planning & Rural Consultants

email: andrea@compasspoint-planning.co.uk

Redenhall with Harleston Town Council has commissioned Compasspoint Planning and Rural Consultants to assist with the response to planning application reference 2023/1418 specifically :

1. Review of application documentation
2. Appraisal and review of feedback from local community/Town Councillors (from public meeting,)
3. Preparation of formal response for Town Council to consider.

Executive Summary

This purpose of this report is to aid Redenhall with Harleston Town Council in formulating its formal response to consultation on Planning Application No : 2023/1418 – Land north of Spirketts Lane.

The application seeks full planning permission for 91 dwellings (amended to 89), associated landscaping and external works on land north of Spirketts Lane. The applicants are Cripps Development Ltd who are represented by agents Chaplin Farrant. The application is made for full planning permission.

Response to the application

Redenhall with Harleston Town Council is advised to make the following response:

Principle of development:

No comment as this has been established through the adopted Strategic Policies

Accessibility and traffic generation

Notwithstanding the above in connection with the principle of development, the Town Council raises concerns at the potential increase in traffic that will be generated by this development and specifically the impact this will have on the Spirketts Lane/Shotford Road junction. The potential for conflict between industrial and residential traffic using Spirketts Lane should be mitigated through traffic calming measures on Spirketts Lane and for industrial traffic to be routed to use alternative routes.

The Town Council raises concerns in respect of the limited provision of pedestrian and cycle connections both within the development and between the development and the rest of the town and requests that consideration be given to a meaningful pedestrian and cycle link between the development and the rest of the town including Lidl at Mendham Lane.

Housing Mix

This is supported.

Health and other CIL Contributions

The Town Council requests that high priority and necessary CIL funding should be given to ensuring that sufficient health care provision (including dental provision) is made in the town to accommodate this development

Design and Layout

The residential designs appear to lack some elements of distinctiveness and could have made better use of materials as advocated in the Design Guidance and Codes. Consideration to the layout of the dwellings to create individual character areas or grouping around a green could also have acted to provide a better rural transition for the site's appearance. The lack of new tree provision including Street Trees is disappointing and an opportunity has been missed to provide a more attractive, green, rural and less urban visual appearance to the development. The Town Council requests that further consideration be given to the residential designs, in the context of the two pieces of specific design guidance available.

Open Space

The Town Council raises concerns in respect to the lack of open space provided on site, furthermore that those spaces appear to have other purposes than just open space and to ask for clarity where the off-site contributions will be directed to.

Floodrisk

Given the concerns raised by the community, the Town Council is firmly of the view that this development should not exacerbate existing surface or foul water drainage problems or cause new ones within the town.

Biodiversity/Ecology/Trees

The Town Council raises concerns in respect to the lack of biodiversity net gain proposed by this application and request that further consideration be given to the provision of ecological enhancement, the provision of street trees and specific benefits for wildlife on site.

Section 1: Application Details and Description

- 1.1 The application originally comprised 91 dwellings, later reduced to 89, with associated landscaping and external works on land north of Spirketts Lane. The applicants are Cripps Development Ltd represented by Chaplin Farrant. The application is submitted in full.
- 1.2 The site extend to 3.19 hectares and is located to the south-west of the town centre. The current use of the site is agricultural (the land is Grade 3). Immediately to the east of the site there are commercial buildings. To the south of the site is Spirketts Lane with agricultural field beyond and residential dwellings are to the north and west. The site is located in relatively close proximity to a range of services and facilities.
- 1.3 The site is located entirely within Flood Zone 1 and is therefore at a low risk of fluvial or tidal flooding. The site gradually slopes from the southeast corner to the north-west with a fall of 7m.
- 1.4 The site is not within any areas designated for their nature conservation or heritage importance. It is not located in close proximity to any SSSIs¹. There are no Tree Preservation Orders on the site although there is a mature hedgerow with trees that runs north south through the centre of the site and a further hedgerow along the eastern boundary. The site is not located within Harleston Conservation Area, the closest point of which is approximately 100m to the north of the site. There are no listed buildings or identified non-designated heritage assets within close proximity.
- 1.5 Pre-application advice was sought from the District Council in June 2022 on the scheme for 91 dwellings. The advice given included the following issues that any subsequent application would need to address:
 1. Provide new and/or improved pedestrian and cycleway links to the town centre, Fuller Road Industrial Estate and allocated employment site HAR 6 and improve links to HAR7;
 2. Provide highways access via both Willow Walk and Spirketts Lane;
 3. Provide adequate and appropriate buffering / screening along the south-eastern part of the site bordering the existing lorry park (allocation HAR 6) to mitigate potential noise and lighting impacts on residential areas;
 4. Contribute towards green infrastructure protection or enhancement along the Waveney Valley corridor;
 5. Implement a suitable drainage strategy (SuDS where practicable);

¹ Site of Special Scientific Interest – national nature conservation designation

6. Wastewater infrastructure capacity must be confirmed prior to development taking place.

- 1.8 Access to the site is proposed from Spirketts Lane and the proposed development seeks to create a main access road off Spirketts Lane and then type 6 shared surfaces from the Type 3 main access road. Shared surfaces and pedestrian links have been placed strategically around the site to encourage an active lifestyle, to provide connectivity to the existing residential to the north and west and reduce the need for vehicles.
- 1.9 The residential units will be a mixture of flats, houses and bungalows. 20 affordable units for rent are proposed together with 10 shared ownership units and 59 open market units, ranging from 1 bedroom to 4 bedrooms. All affordable units are houses whereas there are some open market bungalows.

A detailed site plan for a proposed development at 600 West 7th Street. The plan shows a large rectangular lot bounded by West 7th Street to the north, West 8th Street to the south, and West 9th Street to the east. A central vertical road, labeled "West 7th Street" and "West 8th Street", divides the lot. To the west of this road is a large parking area with numerous numbered spaces (e.g., 1-10, 11-20, etc.). To the east of the road are several multi-story buildings, each with a unique color-coded footprint (pink, green, blue, yellow, orange). The buildings are arranged around a central courtyard or plaza area. The plan also includes various annotations such as "Proposed Building Footprint", "Existing Building Footprint", "Proposed Parking Spaces", "Existing Parking Spaces", "Proposed Landscaping", and "Existing Landscaping". A red boundary line outlines the entire project area. The drawing is oriented with North at the top.

Section 2: Community Engagement

- 2.1 As expected for a scheme of this size, the application has been the subject of pre-application public consultation, this was held in August 2022 at the Shotford Bowls Club on Spirketts Lane. The applicant's supporting information indicated 56 people visited the event and their comments are outlined in the Design and Access Statement.
- 2.2 The key issues raised were as follows:
- Concerns over the cumulative traffic impacts of this scheme and the Briars Farm scheme on Mendham Lane
 - The scheme could contain more bungalows (the submitted scheme only contains 2)
 - Footpath and cycle connections from the site should link with those in Mendham Lane
 - Concerns over the potential for future access through the adjacent industrial estate causing a rat-run
 - Landscaping and boundary treatments between the site and existing residential dwellings should be significantly reinforced but soft
 - Concerns over the general disruption to the town generated by the construction of the scheme and the cumulative effects of other schemes
 - Boundary between the site and Oak Tree Way should ensure that no amenity issues noise, dust etc from new residents
 - Existing green features e.g. ponds on site should be retained
 - Spirketts Lane requires traffic calming measures
 - There should be a continuous footway connection between the site along Spirketts Lane to the new Lidl at Briar Farm.
 - Proposed streetlights should match those used by the Town Council
 - Concerns at infrastructure provision e.g. demand for doctors, schooling, water and sewage treatment, and plans should be made to expand the capacity for these accordingly in advance of residents moving in, not after. There is already excess demand for primary school places and the entry classes at the secondary school, and the doctor's surgery are stretched. This is vital for residents' quality of life.
 - Retain the trees along Angles Way
 - Concerns about overlooking into properties on Pine Close
 - Concerns that the height of buildings on the site will interfere with the efficiency of solar panels on properties at Lime Close.

Town Council Meeting 27th July 2023

- 2.3 In order to assist with its response to the application, the Town Council held a public meeting on the 27th of July 2023 at the Sports and Leisure Centre to allow for

Councillors and members of the public to express their views on the application. Approximately 27 members of the public attended the meeting together with Town and District Councillors. The key issues raised at the meeting were as follows:

Traffic/Highway Issues

- More traffic will be created in Harleston and (with the addition of a supermarket) it is going to put a lot of pressure on the junction.
- NCC should be pressed to investigate the need for a roundabout to alleviate the pressure.
- The traffic is busy all day long.
- A statement states its within max capacity for highways, but they haven't taken into account the other developments which include Lidl and Briar Farm which are happening at the same time, and this should be examined for capacity as a collective.
- Pavements should be extended into Mendham Lane
- Vehicles take up most of the road already.
- A pedestrian island will not be suitable for this area due to the size of the vehicles and the roads.
- Bar the lorries from Spirketts Lane and redirect them to use the A143.
- Residents on the corner of Spirketts lane and Shotford Road.
- Concerns have been raised to Gary Overland the NCC Highways engineer about the volume and size of lorries which are cutting across the pavement and verge.
- This road cannot sustain the agricultural vehicles, HGV's, cars, combine harvesters etc,
- Health and Safety should be a priority for pedestrians.
- No accidents in the area for 5 years statement, not a relevant statement
- Tyre marks are 7-8 ft in from the road and crossing the pavements.
- No plans for the HGV's
- Access route was to be through Willow Walk but plans were abandoned, suggestion to put it on Spirketts Lane, Police vetoed the plans and again in 2002,
- Has anyone approached the Police? The Police need to intervene.
- Mendham Lane traffic is a terrible with heavy HGV's using it all the time.

Infrastructure

- Lack of energy supplies which need to be guaranteed for the future.
- Lack of infrastructure
- School places/Dr's places/Dentist places
- Infrastructure must match the growth.
- All concerns must be addressed.

- Dr Surgery had a 57% customer satisfaction review, appeal to the Town Council to bring together the action that gets the services where they need to be.
- Concerns relating to Infrastructure and the lack of any solar panels.
- Who is responsible for the infrastructure for the development?
- Important it is planned for before the building starts.
- There is a policy about community infrastructure which states it must be planned for in advance.
- All the developments together are creating approx. 800 houses which is approx. 3000 people – the town does not need any more houses.
- The infrastructure cannot cope with this influx.
- Can't get a dentist now travels to Bury.
- The schools are at capacity.
- CIL money is worked out by formulae.
- It has assumptions about how many children will be in in each household this then determines how many school places are needed.
- We have ammunition as the community infrastructure should be planned in advance so we can go to SNDC to ask the questions about what is needed.
- Money is available so we can ask for the plan for the Dr's surgery and the schools etc

Drainage/Sewerage

- Need for adequate drainage.
- Need for adequate sewerage.
- Anglian Water has raised concerns about flood risks.
- NC want to add a lake where it floods every winter, where is all the water going to go, the stream was diverted in 1997.
- Concerns about flooding and drainage
- Surface water can't drain away on Lime Close.
- Surface drainage sewerage and water supply.
- Current water pressure is poor and that they have already flooded.

Design

- Important there is variety in the designs.
- SNDC said they would only build bungalows, but they are adding a 4-bedroom houses.
- The development backs onto his house - His solar panels will not work.

Climate Change/Environmental Issues

- Encourage the developers to think about sustainability and climate change.
- Briar Farm is building to present regulations, but the developers must future proof buildings with regards to insulation and energy

- Policies in the Neighbourhood Plan that provide a framework about sustainability.
- Electric charging points; solar panels; energy storage equipment; ground source heat pumps; rainwater harvesting, rainwater recycling, low energy lighting; passive ventilation, thermal mass use of solids to retain heat, onsite energy generation; movement activated streetlights
- Sewerage works overflow, has no phosphate stripping on
- Anglian Water have not provided enough answers.
- Street lighting concerns
- Developers are suggesting no lights.
- New sites should have LED lights which are angled downwards for safety, and this should not be classed as light pollution.
- Concerns about the ancient hedging, is it being ripped out? It's been there over 100 years; these questions need addressing.

General Comments

- The Briar Farm development is like Spirketts Lane North
- Will this development ever take place - similar meeting about an estate near to the old railway station - not a brick has been laid yet.
- No more development after Briar Farm.
- CIL money is not allowed to be used on Dr's etc, so what is being done and where are the plans about all the infrastructure requirements.
- Was interviewed by Radio Norfolk, and District Councillor Lisa Neal was asked twice about CIL money. It was reported by Cllr Neal that it goes into a central pot and that Harleston had already had 1 million for the Town Improvement Scheme there would be no other available money.

Section 3: Current Planning Policy context

- 3.1 Section 38(6) of the Planning and Compulsory Purchase Act 2004 states that a planning application must be determined in accordance with the development plan unless material considerations indicate otherwise.
- 3.2 The current statutory development plan for the area comprises the Adopted Greater Norwich Joint Core Strategy (JCS), the Adopted South Norfolk Development Management Policies (DMP), and the South Norfolk Site Specific Allocations and Policies Document 2015. The JCS is in the process of being replaced by the Greater Norwich Local Plan (GNLP) which is relatively well advanced and has reached the public examination stage with consultation on proposed modifications expected soon. In addition the Redenhall with Harleston Neighbourhood Plan was 'made' in October 2022 and has full weight as part of the development plan.

Section 4: Assessment of the proposal in the context of the strategic policies of the Local Plan (adopted and emerging)

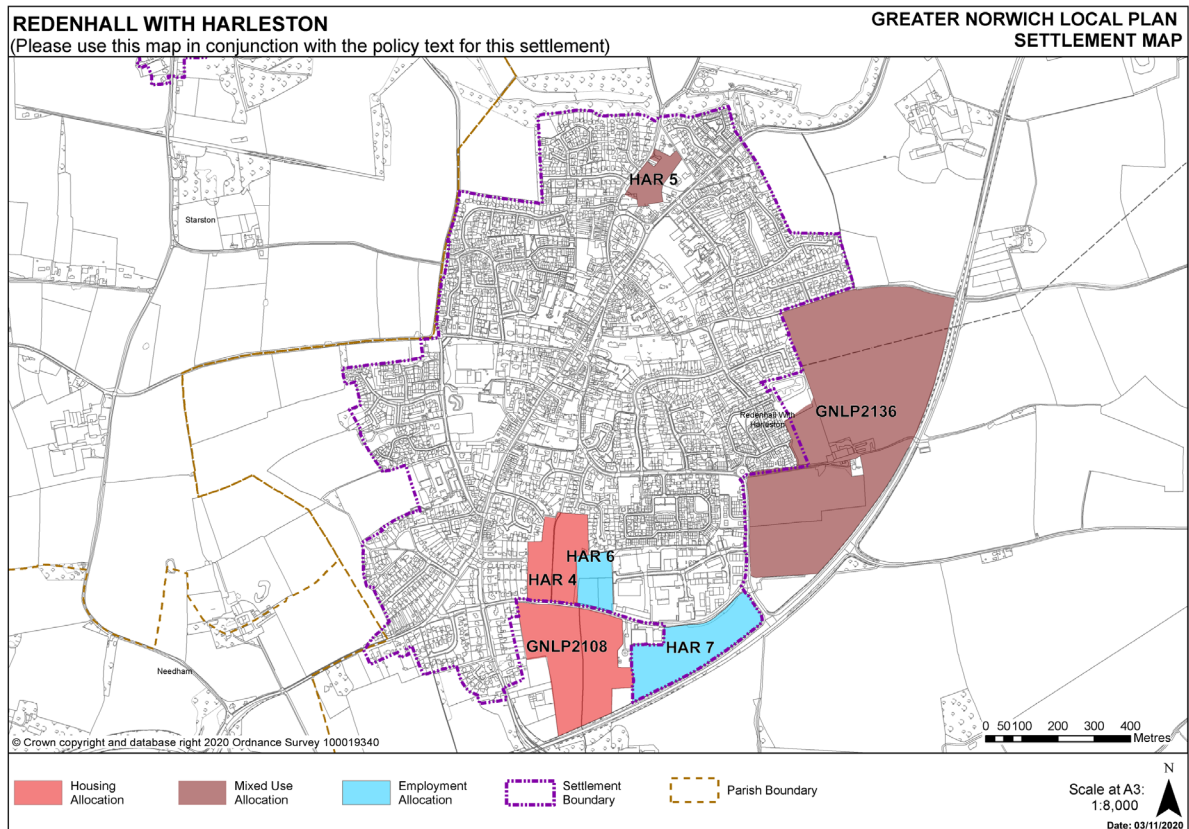
4.1 Adopted and Emerging Local Policy:

- 4.1.1 The site is identified in the Adopted Development Plan as an allocation for housing of 95 dwellings.
- 4.1.2 Paragraph 48 of the National Planning Policy Framework (NPPF) makes clear the position when there are adopted and emerging plans and the weight to be attributed to each:
Local planning authorities may give weight to relevant policies in emerging plans according to:
a) the stage of preparation of the emerging plan (the more advanced its preparation, the greater the weight that may be given).
b) the extent to which there are unresolved objections to relevant policies (the less significant the unresolved objections, the greater the weight that may be given).
and
c) the degree of consistency of the relevant policies in the emerging plan to this Framework (the closer the policies in the emerging plan to the policies in the Framework, the greater the weight that may be given).
- 4.1.3 Paragraphs 49 and 50 of the framework also indicate that in the context of the presumption in favour of sustainable development refusal of an application on the grounds that it is premature will seldom be justified, especially in circumstances where a plan has been submitted for examination: or in the case of a neighbourhood plan before the end of the local planning authority publicity period on the draft plan.

Principle of Development and conformity with strategic policies

- 4.1.4 In this case the application site as mentioned above is identified in the Adopted Local Plan for development and the principle of development here is therefore established and not reasonably challengeable .
- 4.1.5 In addition, Redenhall with Harleston is identified as a Main Town in both the Adopted JCS and the Emerging GNLP. These are locations at the top of the settlement hierarchy where new growth is expected to take place. Redenhall with Harleston has a strong local employment bases and support a wide range of shops and services and a full range of facilities including a primary school, secondary school, doctor's surgery, leisure centre, library and a variety of sports clubs and recreational opportunities. It therefore is considered in strategic planning policy terms to be a relatively sustainable location for growth.
- 4.1.6 Policy 1 of the GNLP requires at least 1,655 new homes to be delivered in the Main Towns between 2018 and 2038 in order to meet the overall housing

requirement of 49,500 homes across the Local Plan area. Policy 7.2 The Main Towns confirms that the plan allocates two sites to the southeast of the town centre to provide 550 new homes including specialist retirement accommodation, in addition to the existing planning permission commitment of around 170 dwellings. The Plan considers that growth of just under 800 new homes in Harleston to 2038 will support the retention and expansion of services and jobs in an attractive market town, as well as providing accommodation for older residents. This application site is accounted for in the 800 new dwellings as HAR4 (See GNLP Map below)



Extract from the Regulation 19 Version of the GNLP 2021.

Conformity with Site Specific Allocation

- 4.1.8 The application site is specifically identified for development through Policy HAR4 of the Adopted Local Plan and this allocation is to be rolled forward in the emerging Plan which provides the detail of the form of development expected. The policy states:

POLICY HAR 4 Land at Spirketts Lane, Harleston (approx. 3.19 ha) is allocated for residential development. This will accommodate approximately 95 homes. More homes may be accommodated, subject to an acceptable design and layout, as well as infrastructure constraints.

The development will be expected to address the following specific matters:

- Provide new and/or improved pedestrian and cycleway links to the town centre, Fuller Road Industrial Estate and other allocated employment sites;*
- Provide highways access via both Willow Walk and Spirketts Lane;*
- Provide appropriate screening along the south-eastern part of the site bordering the existing lorry park to mitigate potential impacts on residential areas;*
- Contribute towards green infrastructure protection or enhancement along the Waveney valley corridor;*
- Implement a suitable drainage strategy where practicable;*
- Wastewater infrastructure capacity must be confirmed prior to development taking place.*

- 4.1.9 The application as amended proposes 89 dwellings with associated infrastructure and this is broadly in conformity with the allocation policy.
- 4.1.10 The application also provides for 2 areas of public open space one of which contains an attenuation basin. This is an under-provision of open space when matched against the guidance in South Norfolk's Open Space Supplementary Planning Documents (SPD).
- 4.1.11 The strategic policies for the site as set out above require a number of key matters to be provided or addressed. These are:
- **Pedestrian and cycle links:** The proposed layout provides a cyclepath at the main access however, this only extends as across the site frontage along Spirketts Lane, and does not link into any other connection that would provide a meaningful route. To the west of the site is existing residential development with relatively narrow pavement frontage that is not currently suitable or safe for cyclists and to the east is the industrial estate which currently has no footpath and is characterised by a green verge and hedging. Whilst a cyclepath is provided along the confines of the application site boundary in practice it makes no meaningful connections that would fulfil this policy requirement without additional connections to be provided. The site does also provide a 2m wide north-south footpath internal to the site which has the potential to link with an existing footpath to the north which connects with the existing development to

the north and onto Mendham Road which could provide a pedestrian route to the town centre. The scheme as proposed does make some provision here however the strategic planning policy intention to provide a more joined up pedestrian and cycle route to link development and the town centre is not achieved.

- **Provide highway access via Willow Walk and Spirketts Lane.** The proposed and amended layouts only include a single point of vehicular access of Spirketts Lane – there is no vehicular access from Willow Walk. The original scheme did include the potential for a footpath link to Willow Walk but the amended plan has removed this. The site's connections with the surrounding development are essentially only via the Spirketts Lane access and the footpath that connects with the Woodlands development to the north. There are no east or west footpath or cycle connections between the site and the surrounding development. The proposed layout does not achieve this strategic aim fully.
- **Provide appropriate screening along the south-eastern part of the site bordering the existing lorry park .** The scheme proposes acoustic fencing along the eastern boundary together with a landscape buffer along the boundary. In addition, proposed dwellings in the south-eastern portion of the site have been set well back from the site boundary with areas of road and car parking and landscaping providing intervening features between the proposed dwellings and the adjacent lorry park to the east. Whilst the proposed scheme does seek to ensure minimum conflict between proposed dwellings and the adjacent lorry park, the landscaping at the south-eastern boundary could be strengthened which in turn would provide a better gain for biodiversity.
- **Contribute to green infrastructure protection or enhancement along the Waveney Valley Corridor.** The proposed layout makes provision for green areas within the site and landscaped areas along the main boundaries although along the site frontage these are punctuated by the main access to the site and two further entrances to provide access to private drives. The eastern boundary also does not contain a continuous green cover and there could be opportunities to provide some better ecological enhancement here on site.
- **Sustainable drainage strategy:** The proposed layout includes provision of an attenuation basin and a number of swales.
- **Wastewater infrastructure capacity to be confirmed :** The application is supported by a drainage strategy and Anglian Water have confirmed in their consultation response that wastewater and sewerage capacity exists. The scheme complies with this requirement.

4.1.12 Whilst meeting a number of the strategic policy requirements , the scheme as currently proposed does not deliver all – principally the footpath and cycle connections and it would also benefit from some enhancement to the landscaping and biodiversity on the south eastern and eastern boundaries before being wholly compliant.

Section 5: Key Issues measured against adopted development management policies

Key Issues: Accessibility and connections, traffic generation and highway safety

- 5.1 It is not unusual for a development of this size to create concerns over increased traffic levels and highway safety. Paragraph 110 of the NPPF indicates when assessing specific applications for development opportunities to promote sustainable modes of transport should be taken up and that a safe and suitable access to the site can be achieved for all users. Paragraph 111 of the NPPF is explicit that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 5.2 Policy DM3.11 of the Adopted DMP relates to highway safety and Policy DM 3.12 relates to parking. Policy DM 3.11 seeks to ensure that proposals will not endanger highway safety or the satisfactory functioning of the highway network. In addition, Policy DM 3.10 promotes sustainable transport and development objectives encouraging opportunities for development to be integrated with local sustainable transport networks.
- 5.3 The proposal includes a single point of access to the majority of the development (there are two smaller private drive accesses on the site frontage. NCC Highways have raised some concerns about this in terms of congestion should an accident occur and the site layout has been amended to include a better road looped system internally within the site although NCC comments on the amended scheme are still awaited. NCC have also referred to the need for a pedestrian refuge in Spirketts Lane and also some concerns about the proposed cycleway which now is proposed across the site frontage. It does not however currently link onto any meaningful onwards route and although the scope to do this may lie outside of the applicant's immediate control there should be an opportunity taken by SNDC and NCC working with the applicant to create a meaningful cycle and pedestrian route from the site to connect with the town and with the adjacent industrial areas as envisaged by the adopted strategic policy.
- 5.4 There is a Transport Assessment accompanying the application. Traffic generation is one of the main issues raised by the local community in respect of this development and therefore it is important that this is properly scrutinised by the highway authority.
- 5.5 The overall site layout will contribute to increased opportunities for walking and cycling, and there is a proposed continuous pedestrian link which provides access into the town centre and beyond. This is compliant with policies relating to

pedestrian access and movement, although it is noted that the precise link with existing footpaths is required by NCC.

Key Issues: Infrastructure, including education, health and dentist provision

5.6 Adopted JCS Policy 7 establishes that appropriate and accessible health facilities and services will be provided across the Local Plan area including through new or expanded primary health facilities. It indicates that health impact assessments are required for large-scale housing proposed proposals. In addition, footnote 78 of emerging GNLP Policy 2 suggests that health impact assessments should be provided for large scale developments and/or for proposals with a significant element of housing for the elderly. The application is not accompanied by a Health Impact Assessment.

5.7 Norfolk and Waveney Integrated Care System have commented on the application and set out the need for the following contribution (based on the original 91 dwellings):

- Primary & Community Healthcare Provision Total Primary & Community Care Capital Cost £143,840
- Acute Provision Acute Care Capital Cost £177,728
- Mental Healthcare Provision Mental Health capital Cost £161,05
- Intermediate Healthcare Provision Intermediate Capital Cost £4,85

The ICS Strategic Estates Workstream calculates the total level of contributions required, in this instance to be **£487,476**, split across all health sectors.

5.8 However, this does not include any contributions to dentist provision, something that has long been a concern in the town, often raised through Neighbourhood Plan consultations and raised more recently by local residents at the consultation meeting held in July. The difficulties arise over the way that dentist services are provided – increasingly through private enterprise and more generally which makes this a worsening problem on a national scale .

5.9 **Education:** NCC have indicated there is some capacity within the current schools in the town and have sought mitigation required for 7 Early Education places, 24 Primary School places, 12 High School places and pro-rata SEND contribution. In addition, library contributions are required at the library to develop self-service system for local area.

Key Issues: Design and Layout

5.10 Paragraph 126 of the NPPF sets out that the creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development and helps make development acceptable to communities.

- 5.11 In addition, paragraph 130 of the NPPF indicates that planning policies and decisions should ensure that developments function well and add to the overall quality of the area. They should be visually attractive as a result of good architecture, layout, and effective landscaping and establish a strong sense of place using the arrangement of streets, spaces, building types and materials to create attractive, welcoming, and distinctive places to live, work and visit.
- 5.12 Adopted DMP Policies DM 3.8 and JCS Policy 2 seek to promote good design together with the guidance contained in the South Norfolk Place-Making Guide Supplementary Planning Document which also seeks to promote and secure high quality design in all new development within South Norfolk. In addition, policy DM 4.9 requires that development proposals must demonstrate a high quality of landscape design.
- 5.13 The Design and Access Statement sets out a detailed assessment of the respective site context, opportunities, and constraints, and establish the rationale for the design approach which has been followed. They explain how the site layout, scale and form of development has been approached having regard to the respective uses and site context.
- 5.14 Despite this detailed analysis of context and character, and the guidance provided by the Adopted DMP policies and the South Norfolk Design SPD, the proposed housing designs, specifically the elevations could include more bespoke details and designs. Details such as window arches, details over doors, door and window types, porches etc appear to be standard designs that could be from anywhere and do not really invoke a real flavour of Harleston. Concerns raised by local residents who live adjacent to the site have included problems of privacy and overlooking, and the potential for interfering with the efficiency of adjacent solar panels. The amended plan has replaced some of those dwellings located close to the eastern boundary, with bungalows.

Key Issues: Housing Mix and Affordable Housing Compliant

- 5.15 Adopted DMP Policy 3.1 requires that all housing proposals should help contribute to a range of dwelling types and sizes to meet the requirements of different households. Policy 4 of the JCS indicates that on sites of 16 dwellings or more a target proportion of 33% affordable housing will be sought with an approximate tenure split of 85% social rented and 15% intermediate tenures.
- 5.16 Policy 5 of the GNLP requires that 33% of the dwellings on a site should be affordable and highlights the pressing need for the delivery of accessible and specialist housing. Policy 5 also requires at least 20% of homes to be constructed to Building Regulations M4(2)[1] standard.

- 5.17 The proposal seeks to provide 30 affordable units of the overall proposed 89. These include first homes, rented housing and shared ownership which is a mix that satisfies the existing policy and the SNDC Housing team. The range of size of dwelling also provides a good mix catering for the needs of older residents and those with younger families. Therefore the application is considered to be compliant with the relevant policies on this subject.

Key Issues: Heritage & Archaeology

- 5.18 Adopted DMP Policy DM 4.10 requires that all development proposals must have regard to the historic environment and take account of the contribution which heritage assets make to the significance of an area and its sense of place. Adopted JCS Policies 1 & 2 address the protection of heritage assets and the need to respect the historic environment. The application is accompanied by an Archaeology Report. which indicates that the site does not contain any designated heritage assets, it is outside of the Conservation Area and there are no listed buildings in close proximity.

Key Issues: Landscape

- 5.19 Paragraph 174 of the NPPF states that planning policies should contribute to and enhance the natural local environment by a range of measures including protecting and enhancing valued landscapes and recognising the intrinsic character and beauty of the countryside. Adopted DMP Policy DM 4.5 seeks to protect landscape character areas and river valleys and Policy DM 4.9 identifies the importance of incorporating landscape into design. JCS Policy 2 seeks to promote good design and requires development proposals to respect local distinctiveness, including the landscape setting of settlements and the urban rural transition. Policy 3 of the emerging GNLP requires development proposals to conserve and enhance the natural environment.
- 5.20 The application is not accompanied by a landscape impact assessment; however, the site is relatively self-contained within the wider setting of the town and is located between existing development and the lorry park/industrial estate. It does not extend development into open countryside.

Key Issues: Open Space

- 5.21 Adopted DMP 3.15 covers open spaces and requires that new housing development will be required to provide adequate outdoor play facilities and recreational open space which is proportional to meet the needs of future occupants. JCS Policies 1 & 8 set out a strategy for multifunctional green infrastructure networks and an expectation that new development will provide for local leisure activities including open space provision. Further guidance is contained in the South Norfolk Open Space SPD. As mentioned above, the recreational open space provision proposed by the scheme comprises an under-provision on site although off-site open space contributions are indicated. It is unclear where these contributions will be directed and it is noted that the two main open spaces proposed on site have dual functions –

one hosts the attenuation basin and the other is used as a noise buffer between proposed dwellings and the adjacent lorry park.

Key Issues: Drainage and Flood Risk

- 5.22 Adopted DMP Policy 4.2 covers sustainable drainage and water management and seeks to ensure that sustainable drainage measures are fully integrated within the design of new development and will minimise the risk of flooding on and off-site. These requirements are supported by Policies 1, 2 & 3 of the JCS and Policy HAR4.
- 5.23 A Flood Risk Assessment and Drainage Strategy (FRA) accompanies the application. The site is entirely within Flood Zone 1 and the Flood Risk Assessment largely considers the management of surface water run-off, together with flood risk from sources other than rivers and the sea. Surface water arising from the developed site should, as far as practicable, be managed in a sustainable manner to mimic the surface water flows arising from the site prior to the proposed development, while reducing the flood risk. Concerns have been raised by local residents that development of the site may further exacerbate existing problems of flooding caused by surface water in Lime Close. Several swales and an attenuation basin located towards the north of the site, nearest to existing development is proposed in the layout. Norfolk County Council as Local Lead Flood Agency are yet to comment on the amended layout.

Key Issues: Ecology

- 5.24 Adopted DMP policies 1.4 and DM 4.4 seek to protect and improve natural environmental assets, promote net environmental improvements, improve the resilience of ecosystems, and protect the water environment. JCS Policies 1 & 2 seek to protect and incorporate environmental assets into new development and deliver biodiversity gains. Emerging GNLP Policy 3 indicates that development proposals will be required to conserve and enhance the natural environment as well as deliver biodiversity net gains.
- 5.25 The application is accompanied by an ecological assessment produced by Norfolk Wildlife Trust. There are no formal nature conservation designations on the site and protected species surveys have been carried out. Whilst the report assesses the impacts of the development on the ecology of the area it is unclear how the requirement for 10% Biodiversity Net Gain is to be met by this development

Key Issues: Trees

- 5.26 Adopted DMP Policies DM4.4, DM4.8 and DM4.9 seek to protect and improve the highest status natural environmental assets. In particular Policy DM 4.8 promotes the retention and conservation of significant trees and encourages appropriate future management. JCS Policies 1, 8 & 9 seek to protect and incorporate environmental assets into new development. Emerging GNLP Policy 3 indicates that

development proposals will be required to conserve and enhance the natural environment. Paragraph 131 of the NPPF establishes that trees make an important contribution to the character and quality of urban environments and can also help to mitigate against and adapt to climate change. It follows that opportunities should be taken to incorporate trees into developments and that existing trees should be retained where possible.

- 5.27 There are trees on site and there is one significant tree located to the south and east of the site which is proposed to be retained and incorporated into an area of open space. Aside from the site boundaries there are some trees proposed within the site which largely follow the route of the footpath and the swales, however given the emphasis that the NPPF places on ‘*Street Trees*’ the level of tree cover within the scheme is relatively low. An Arboriculture Impact Assessment Survey and hedgerow survey have been undertaken to inform the proposed development and accompanies the application. South Norfolk’s Ecology and Tree Officer has asked for additional details

Key Issues: Noise

- 5.28 Adopted DMP Policy DM 3.13 relates to amenity, noise and quality of life and requires that development should ensure a reasonable standard of amenity reflecting the character of the local area. In addition, paragraph 174 of the NPPF indicates that planning decisions should contribute to and enhance the local environment and prevent new development which may be at unacceptable risk from noise and other sources of pollution.
- 5.29 The application is accompanied by a Noise Impact Assessment which takes into account Road Traffic Noise and potential noise from the adjacent Fullers Road Lorry Park and considers the policy requirement in Policy HAR4, which requires appropriate screening between the site and the lorry park. The proposal includes the provision of a 3m high acoustic fence in addition to the existing palisade fencing, ditch and hedging to create such a barrier. At the time of writing the South Norfolk Environmental Health Team have lodged a holding objection whilst the report’s conclusions are revised to take into account the revised layout.

Conclusion

- 5.30 From the above assessment it can be seen that the principle of development on this site in the form proposed by this application is broadly consistent with a number of the Adopted and Emerging Local Plan policies. There are some matters of detail where the input of the relevant statutory consultees will be required to confirm if the information supplied with the application is wholly acceptable e.g. highways, trees, biodiversity and noise issues.

Section 6: Neighbourhood Plan Policies

- 6.1 The Redenhall with Harleston Neighbourhood Plan was made in October 2022 and therefore is ascribed maximum weight in the determination of this application.
- 6.2 The Neighbourhood Plan has been prepared by the Town Council through a bespoke Steering Group and was the subject of extensive public consultation and community engagement throughout its preparation. During the winter of 2020, stakeholder engagement was carried out via electronic meetings and telephone conversations together with a Business Survey. A Character appraisal and a data profile were also produced. A household questionnaire was sent to every household in March 2021 and 575 households responded. The pre-submission consultation held on the draft plan ran from 24th July 2021 until 10th September 2021 and was launched with a public exhibition on the 24th of July at The Swan Hotel which was attended by over 100 members of the public. 71 consultation forms were received from local residents as part of the consultation and these feature in the Consultation Statement that accompanied the submitted Neighbourhood Plan. There is therefore a considerable amount of local data covering the views of local people on a range of planning policy matters.
- 6.3 The Neighbourhood Plan is supported by specific evidence in relation to Housing Needs and Design in the form of the Housing Needs Assessment 2021 and the Design Guidelines and Code which have informed the Neighbourhood Plan Policies.
- 6.4 The Neighbourhood Plan does not make any site-specific housing allocations above those proposed in the emerging GNLP, which includes the application site. Instead it has concentrated its policies on managing the impacts of new development.
- 6.5 The following Neighbourhood Plan policies are considered to be relevant to this application:
- Policy RWH1 Housing Mix
 - Policy RWH2 High Quality Design
 - Policy RWH5 Community Infrastructure and Growth
 - Policy RWH6 New Community infrastructure
 - Policy RWH8 New play areas, open spaces, and sports provision
 - Policy RWH15 Traffic generation and safety
 - Policy RWH16 Pedestrian and cycle connectivity
 - Policy RWH17 Protection and enhancement of existing public rights of way
 - Policy RWH18 Parking
 - Policy RWH 21 Natural Assets
 - Policy RWH22 Climate change and flood risk
 - Policy RWH23 Landscape Buffers and pollution
- 6.6 The application has been assessed against the emerging policies as follows:

6.7 Policy RWH1 Housing Mix:

This policy is informed by the Housing Needs Assessment carried out in February 2021 and seeks to create a mixed and balanced community where a range of housing types are supported. Particular support is given for 1, 2 3 and 4 -bedroom properties for sale and rent including some offered as Affordable Housing for Rent within walking distance of local schools and homes suitable for older people, such as extra care housing, retirement housing, sheltered housing capable of adaptation to meet the needs of older people with disability or limited mobility, affordable housing and self-build and custom build properties. As described above the application seeks to provide 89 properties. This includes 30 affordable dwellings which are a mix of rented accommodation, shared ownership and First Homes. The size of properties range from 1-4 bedrooms with an emphasis on 2 and 3-bedroomed housing suitable for families. There is also provision for some affordable flats and open market bungalows. The housing mix proposed by the application is therefore consistent with this Neighbourhood Plan policy

6.8 Policy RWH2: High Quality Design

This policy is informed by the Design Guidelines and Codes which was published in July 2021. It is a bespoke document to the town, and it is disappointing that the application has made little reference to it or used it more to influence the design of the scheme. The residential designs proposed in the application do not reflect in detail Redenhall with Harleston's local distinctiveness and character or seek to enhance its quality. The scheme would benefit from taking more of a lead from the Design Guidelines and Codes document specifically in terms of:

- The site is located within Character Area 3 : Mendham Lane and Spirketts Lane, the materials in this area include pantile roofs, red and yellow bricks with pitched and hipped roofs.
- taking the opportunity to create distinct areas of character within the site layout e.g. using the open spaces to create a village green effect which would help to reduce a too urban feel.
- At present the layout does not include many new 'street trees' which is a key requirement of the NPPF (para 131) designs do not appear to fully accord with the objectives of this Neighbourhood Plan policy.
- Parking areas could be better visually broken up through the use of trees and landscaping
- Inclusion of sustainability measures e.g. there appears to be no electric charging point shown, or water efficiency measures.

6.9 Policy RWH5: Community Infrastructure and Growth

This policy seeks to ensure that there is sufficient community infrastructure of all types to support new development and that there are definitive plans in place to

increase the capacity and provision of relevant infrastructure . The application makes provision for the usual on-site infrastructure required for the operation of the development e.g. open space, drainage, highways, affordable housing etc. However it relies on CIL contributions towards the delivery of other services such as education and health. Concerns over health and dental care were the most commonly raised by local residents throughout the various Neighbourhood Plan consultation exercises. In response to this application the NHS Norfolk and Waveney Clinical Commissioning body has indicated that the capital cost calculations of additional healthcare services arising from the development proposal would be £143,840. In responding to previous applications in the town, the NHS has raised concerns that although significant CIL (Community Infrastructure Levy) contributions will be delivered as part of the development, which can help mitigate the impact through upgrading existing facilities, it is not guaranteed that health will receive a CIL contribution. In addition, local concerns over dentist provision in the town are not addressed at all.

6.10 Policy RWH6: New Community Infrastructure

The application makes provision for open space but does not include any other new community infrastructure on site although CIL contributions to health, education and libraries are identified. The application is therefore in broad conformity with the objectives of this policy.

6.11 Policy RWH8: New play areas, open spaces, and sports provision

The policy supports the provision of new open spaces in principle with specific support for children’s play spaces, allotments, outside meeting spaces, wildlife areas and community orchards. The Open Space requirement for 91 Dwellings is 10657sqm. The scheme provides in the region of less than half of that figure on site as direct provision and proposes an offsite contribution. It is unclear where this offsite provision will be directed to. The main proposed on-site open spaces are proposed to the south-east of the site (to provide a buffer with the adjacent lorry park) and to the north of the site – where it can be accessed by residents from existing development. The northern open space also hosts the attenuation basin and therefore this reduces the amount of useable open space available to the development, which is already in shortfall. The open space provided appears to be informal rather than providing specific forms of space required by the policy such as children’s play areas. Given that the amount of open space being provided is less than that required by adopted policies and that this is disappointingly further reduced through the location of the attenuation basin. More detailed consideration of the practical use of the open space provided should have been given to the fact that the site is located in a transitional location between urban and rural where well designed, sized and located open spaces could have created a better assimilation of the scheme into the character of the area.

6.12 Policy RWH15: Traffic generation and safety

This policy seeks to ensure that opportunities for sustainable transport are maximised and that the implications of traffic generation are carefully considered and mitigated. It acknowledges that the application will generate additional traffic when constructed. Mitigatory measures are proposed to try to maximise pedestrian safety through the proviso of the pedestrian crossing refuge on Spirketts Lane, although the Highway Authority has some concerns over location and design. The application is accompanied by traffic assessments and the Highways Authority will determine if these are sufficient. The application does make some limited provision for pedestrian and cycle modes.

6.13 Policy RWH 16: Pedestrian and cycle connectivity

This policy seek to ensure that new developments are well connected to services and facilities in the town and make appropriate safe provision for pedestrians and cyclists. The application does propose a new cycle route across the entire site frontage, in an attempt to accord with the requirements of the strategic policy. However the route does not connect into any other existing cycle routes either to the east or to the west and therefore no meaningful route is provided. There should be an opportunity taken by SNDC and NCC working with the applicant to create a meaningful cycle and pedestrian route from the site to connect with the town and with the adjacent industrial areas as envisaged by the adopted strategic policy. A north-south footpath is provided within the site which has the potential to connect with existing routes to the north and provide good access to the town centre, however there are no east-west connections proposed which would link the site with adjacent developments and this is a regretted missed opportunity.

6.14 Policy RWH17: Protection and enhancement of existing Public Rights of Way

This policy seeks to ensure that existing public rights of way are not adversely affected by development proposals and secure enhancements to them. There is only 1 existing public right of way (FP25) that is affected by the scheme and it is proposed to retain it in its current location.

6.15 Policy RWH 18: Parking

This policy seeks to ensure that parking is provided on new developments in accordance with the adopted standards of Norfolk County Council and are designed taking into account the guidance in the Design Code. The application proposes a level of parking consistent with the adopted highways standards and also includes provision for visitor parking. It is unclear if the design of parking has taken into account the guidance in the design code in respect of the design of the parking. However the overall quantum of parking does appear to be consistent with the requirements of the policy.

6.16 Policy RWH21: Natural Assets

This policy seeks to ensure the protection of natural assets on development sites e.g. trees, ponds ,hedgerow etc and encourages the restoration of fragmented

habitats and net gains for biodiversity. The application is supported by an ecological assessments which concentrates on the impacts of the proposed development. It is unclear from the supporting information provided how the required biodiversity net gain is to be achieved (currently 10%). Furthermore it is unclear what ecological enhancement measures such as the creation of new habitats, restoration or repairing of existing fragmented biodiversity networks or creation of new wildlife corridors as required by this policy are proposed. The application as currently proposed does not appear to meet the requirements of this policy.

6.17 Policy RWH22: Climate Change and Flood risk

The policy seeks to direct development away from areas that would increase the risk of flooding. It identifies a number of areas known locally to flood. None of these areas are in close proximity to this application site. However concerns over flooding particularly surface water flooding have been raised by local residents. The application is accompanied by detail flood and water management information and the layout provides for a flood attenuation basins in the north of the site which is in the area known to flood. The technical consultees will determine if this information is wholly sufficient however it is clear that attempts have been made to satisfy this policy. The policy also covers climate change and sustainability, from the plans provided there appears to be little provision for sustainability measures such as electric charging, water or energy efficiency.

6.18 Policy RWH23: Landscaping buffer and pollution

This policy seeks to protect the amenity of residents from the impacts of development in terms of noise and air pollution. The strategic policy which allocates the site identifies the need for noise mitigation in the south-east of the site which has been addressed by the application in the form of an acoustic fence. Properties have largely been set back away from the boundary with the lorry park and an area of open space has been so located to act as a further green buffer. The application also proposes new landscaping along the eastern edge of the site.

Conclusion

- 6.19 From the above assessment it can be concluded that the form of development on this site as proposed is broadly in conformity with a number of the adopted Neighbourhood Plan policies. However it does have areas of conflict with others, most notably RWH16 in relation to cycle connectivity, RWH2 in respect of design, RWH8 in respect of new open space provision, RWH21 in relation to ecological enhancement and biodiversity net gain and some areas of conflict with the Design Code.

Section 7: Considerations for Redenhall with Harleston Town

7.1 Redenhall with Harleston Town Council are advised to consider the following when formulating their formal response to the application.

1. Principle of development:

This is accepted by both the adopted and emerging planning policies including the Neighbourhood Plan. Furthermore there is a specific allocation for the site contained within the emerging GNLP as Policy HAR4. There are some concerns about development in general from local people, but these are largely focussed on matters of impact and detail.

The Town Council is not advised to raise objection to the principle of development on this site.

2. Accessibility and traffic generation

Notwithstanding the above in connection with the principle of development, the Town Council raises concerns at the potential increase in traffic that will be generated by this development and specifically the impact this will have on the Spirketts Lane/Shotford Road junction. The potential for conflict between industrial and residential traffic using Spirketts Lane should be mitigated through traffic calming measures on Spirketts Lane and for industrial traffic to be routed to use alternative routes. The application is accompanied by a transport assessment. The road layout provides for only a single point of access which is a concern should an accident occur and effectively block access to and from the estate.

The Town Council is advised to raise concern over this part of the proposal

The layout includes a pedestrian and cycle routes across the site frontage although there is little cycle provision within the site. There is a north-south footpath provided which would link the site with the development to the north and then onward to the town centre. However there are east west links with adjacent development. If such routes cannot be reasonably provided by this development then the District and County Councils are urged to work closely with the applicant to find a way of securing better and more meaningful connectivity and permeability for the site to connect it better with adjacent development particularly for cyclists. This is an area of concern for local residents

The Town Council is advised to raise concerns at the limited provision of pedestrian and cycle connections both within the development and between the development and the rest of the town.

3. Housing Mix

The mix of housing proposed provides over and above the required minimum for affordable housing and provides a range of housing sizes to meet local needs. The provision of open market and affordable family housing 2-3 bedrooms is consistent with the need identified in the Housing Needs Study that accompanies the Neighbourhood Plan. **This should be supported.**

4. **Health and other CIL Contributions**

The impact of the development on local health provision is of concern to local people, including dental provision. The NHS consultee has calculated the capital costs of providing the commensurate health care generated by the development. **Given the high priority that local residents have given to health care concerns both as a consequence of this application but during the Neighbourhood Plan process more generally the Town Council therefore is advised to request in its response that high priority and necessary CIL funding should be given to ensuring that sufficient health care provision is made in the town to accommodate this development, which is consistent with Neighbourhood Plan Policy RWH5.**

5. **Design and Layout**

It is unclear how much consideration has been given to the Design Guidance and Codes or the guidance in South Norfolk's Design SPD, in influencing the design and layout of the residential dwellings. The residential designs appear to lack some elements of distinctiveness and could have made better use of materials as advocated in the Design Guidance and Codes. Consideration to the layout of the dwellings to create individual character areas or grouping around a green could also have acted to provide a better rural transition for the site's appearance. The lack of new tree provision including Street trees is disappointing and an opportunity has been missed to provide a more attractive, green, rural and less urban visual appearance to the development. In addition there is a paucity of sustainability measures included in the scheme.

The Town Council is advised to request that further consideration be given to the residential designs, in the context of the two pieces of specific design guidance available.

7. **Open Space**

There is an under provision of open space on this site. The two main areas of open space that are proposed both act to serve other purposes e.g. the northern space to host the attenuation basin and the south eastern space to act as a further buffer between the development and the adjacent lorry park. The spaces provided do not address the open space priorities of the community as set out in Policy RWH 8 and it is disappointing that the open space does not really serve a purpose to provide significant *greening* within the site. It is also unclear where the off-site contribution will be directed.

The Town Council is advised to raise concerns in respect to the lack of open space provided on site, furthermore that those spaces appear to have other purposes than just open space and to ask for clarity where the off-site contributions will be directed to.

8. **Floodrisk**

The application is supported by information pertaining to flood risk and water management. The appropriate statutory consultees will determine the efficacy this information. However the potential for this development to increase flooding elsewhere in the town has been raised by local residents. The areas of localised flooding have been developed via public consultation and through the input of local people who have experienced issue of surface water run-off. **Given the concerns raised by the**

community and the objections from the Local Lead Flood Agency, the Town Council is advised to reinforce in its response to this application that this development should not exacerbate existing surface or foul water drainage problems or cause new ones within the town.

9. Biodiversity/Ecology/Trees

The ecological information accompanying the application focuses predominantly on impacts. The scheme as proposed provides little or limited enhancement or biodiversity net gain. This is exacerbated by the limited provision of open space and of new tree planting. Given the importance that both national and local planning policy give to ecological enhancement and the creation of beautiful and attractive developments, coupled with the site's location on the edge of the town, a significant opportunity has been missed to properly *green* this development. Little or no enhancements for the benefit of wildlife as required by adopted policies are included, nor is there much provision for street trees,.

The Town Council is advised to raise concerns in respect to the lack of biodiversity net gain proposed by this application and request that further consideration be given to the provision of ecological enhancement, street trees and benefits for wildlife.

Anti-social Behaviour, Crime & Policing Act 2014

Public Spaces Protection Order

(Vehicle Related ASB) (the ‘Order’)

This Order may be cited as South Norfolk Council, Public Spaces Protection Order (Vehicle Related ASB) Number XX of 20XX

South Norfolk Council exercises its powers under Section 59 and 72 of the Anti-social Behaviour, Crime & Policing Act 2014 (the ‘Act’) and under all other enabling powers, hereby makes the following Order:

1. The Order shall come into operation on XXX and shall have an effect for 3 years thereafter, unless extended by further Order under the Councils’ statutory powers.
2. The Order relates to the whole of the South Norfolk District as shown on the attached plan (‘the restricted area’).
3. South Norfolk Council is satisfied that the conditions set out in Section 59 (2) of the Act have been met, namely, that anti-social behaviour and/or criminal activities have been carried out within the restricted area due to vehicular nuisance. These activities have had a detrimental effect on the quality of life of those in the locality, and it is likely that the activities will be carried out within the restricted area and have such effect.
4. South Norfolk Council is also satisfied that the conditions set out in Section 59 (3) of the Act have been met. Namely, that the effect or likely effect of the activities is, or is likely to be, of a persistent or continuing nature and that these activities are unreasonable and justify the restrictions imposed by this Order and that it is expedient to make this Order for the purposes of reducing crime and/or anti-social behaviour in a public place.

Prohibitions

Any person(s) (by definition includes the driver, rider, or registered keeper of a mechanically propelled vehicle, who at the time of the offence was in control of the mechanically propelled vehicle; or in a position to control its’ use within the restricted area) are prohibited from:

- a. Congregating or loitering as part of a group around (or in) one or more stationary vehicles at any time where such activity causes or is likely to cause noise, harassment, alarm, distress, or detrimental impact.
- b. Engaging in, promoting, encouraging and/or assisting in the carrying out of any activity connected to the use of a mechanically propelled vehicle including but not limited to a car cruising event* (see definition below); in or on a public highway, public car park and other land to which the public has access (whether by payment or otherwise) in the South Norfolk Council area (the restricted area) which causes or is likely to cause harassment, alarm or distress or detrimental impact due to any of the following activities, namely:
 - I. Sounding horns or playing loud music which causes a nuisance.
 - II. Revving engines which causes a nuisance.

- III. Causing danger to other road users (including pedestrians).
- IV. Causing damage or risk of damage to private property.
- V. Speeding or racing.
- VI. Performing stunts (including but not limited to performing doughnuts, skidding, drifting, handbrake turns, wheel spinning, burn outs).
- VII. Being verbally abusive, swearing and/or intimidating (including the use of sexual language or making sexual suggestions) to another person.
- VIII. Causing an obstruction of a public highway or publicly accessible place (whether moving or stationary).
- c. Engaging in, promoting, advertising, encouraging, or assisting in activities or other mechanically propelled vehicle related nuisance causing or likely to cause danger to the public.
- d. Promoting, organising, advertising, or publicising the occurrence of car cruising* (including but not limited to via email, the internet, social media, or via any publication or broadcast medium).
- e. Attends any meeting or gathering either as a mechanically propelled vehicle owner, driver, passenger, or spectator where any reasonable person would consider that the car cruising or gathering is likely for the purposes listed at a(i) to (VIII) was or is taking place on land to which this Order applies, commits an offence.

**The definition of car cruising includes 'a congregation of the drivers of 2 or more motor vehicles (including mopeds, motorcycles, trikes, and quadbikes, whether intended or adapted for use on a road) on the public highway or at any place to which the public has access, whether by payment or otherwise.*

It is the act of drivers meeting on the public highway or a publicly accessible place. It can either be planned or unplanned, with the intention to race or perform stunts (as outlined above).

Behaviour includes but is not restricted to:

- Obstructing highways, residential or business properties.
- Dangerous or inconsiderate driving.
- Creating excessive noise via engine, horn, or amplified music.
- Littering.
- Verbal abuse, swearing and/or intimidating member of the public.

Fixed penalty notices and offences

1. It is an offence for a person without reasonable excuse to engage in any activity that is prohibited by this Order.
2. In accordance with Section 67 of the Act, a person found to be in breach of this Order is liable to be issued with a Fixed Penalty Notice of £100 or on summary conviction to a maximum penalty of a level 3 fine.

Appeals

1. In accordance with Section 66 of the Act, any interested person who wishes to challenge the validity of this Order may apply to the High Court within six (6) weeks

from the date upon which the Order is made. Any such challenge must be on the grounds that (1) the Council did not have the power to make the Order or to include particular prohibitions or requirements; or (2) that in making the Order, the Council failed to comply with a requirement under the Act.

Appendix (attached):

A map showing the restricted area edged in red.

Given under the Common Seal of South Norfolk Council

On the XXXX day of XXX 20XX

**THE COMMON SEAL of
South Norfolk Council**

Was hereunto affixed in the

Presence of:

.....Authorised Officer

DRAFT

Parish/Town Clerk
South Norfolk District

South Norfolk Council
Horizon Business Centre
Broadland Business Park
Peachman Way
Norwich

Norfolk NR7 0WF

1 August 2023

Anti-social Behaviour, Crime and Policing Act 2014
Proposed Public Space Protection Order (PSPO) (vehicle related ASB): South Norfolk

I am writing to consult you on a proposal to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 as required by the Act.

The PSPO will cover the administrative district of South Norfolk and will seek to prohibit vehicles being used in a manner which cause detrimental impact on the wider community and provide Police and Councils with powers to act swiftly and quickly where it is believed those activities are taking place.

Evidence identifies that the proposed PSPO is in operation from 18:00 Thursday to 06:00 Tuesday as the majority of the activity takes place over weekends and in particular, on bank holidays.

PSPO's can be made for a period up to three years from the date of decision and this will form the application to Council albeit, with a built-in review at the end of the first 12 months of operation. This will enable evidence of impact to be reviewed and any necessary variation to the Order be made, should evidence show displacement to the operational times has occurred.

A copy of the proposed PSPO together with a map of the district is attached for your information and I would welcome your answers to the following questions and any other comments on the proposal by the 29th September 2023:

- 1) Do you agree with the proposed PSPO being applied across district?

Two Councils
One Team



- 2) Do you agree with the proposed regulatory controls in the draft PSPO?
- 3) Do you agree with the proposed period of operation of the draft PSPO?

Please provide your response to:

teri.munro@southnorfolkandbroadland.gov.uk

Yours sincerely

Teri Munro
Community Safety Manager

Two Councils
One Team





QUOTE

Redenhall with Harleston Town Council
 Attention: Redenhall with Harleston Town Council
 Memorial Leisure Centre
 Wilderness Lane
 HARLESTON
 NORFOLK
 IP20 9DD
 UK

Date
 8 Sep 2023

Expiry
 8 Oct 2023

Quote Number
 QU-0405

Reference
 RC

VAT Number
 552 6584 25

Cozens (UK) Limited
 10 Stanley Close
 Cantley
 Norfolk
 NR13 3RW

Description	VAT	Amount GBP
HARLESTON TOWN COUNCIL - 305 X TIMERS ON STREETLIGHTS FOR 2023.		
1)SUPPLY AND INSTALL 305 X SS9 35 LUX TIMERS TO (SWITCH OFF MIDNIGHT - 5:30AM) TO EXISTING STREETLIGHTS AS PER LIST.		
LABOUR AND MATERIALS	20%	8,845.00
	Subtotal	8,845.00
	TOTAL VAT 20%	1,769.00
	TOTAL GBP	10,614.00

July 2023

Mark Mayhew - Estate Manager

Courteenhall are the new owners of the Gawdy Hall Estate and included in the purchase was the Lordship of Harleston.

There is a small parcel of triangular grass / common land within Harleston, located off The Common, which forms part of the Lordship, and I would like to open discussions on the possible transfer of this land to Harleston Town Council.



Licensing Act 2003

Premises Licence**PLA0298**

Part 1 – Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION**Recreation Ground & Leisure Centre**, Wilderness Lane, Harleston, Norfolk, IP20 9DD**WHERE THE LICENCE IS TIME LIMITED THE DATES**

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Plays
 Films
 Indoor Sporting Events
 Boxing or Wrestling Entertainment
 Live Music
 Recorded Music
 Performances of Dance
 Late Night Refreshment
 Supply of Alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES**A. Plays(Both)**

Description	From	To
Monday	11:00	23:30
Tuesday	11:00	23:30
Wednesday	11:00	23:30
Thursday	11:00	23:30
Friday	11:00	23:30
Saturday	11:00	23:30
Sunday	11:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 11:00 - 22:30
 Sun 11:00 - 22:00

Seasonal Details

11:00 - 23:00 on Bank Holiday Sundays & Mondays

B. Films(Both)

Description	From	To
Monday	09:00	23:30
Tuesday	09:00	23:30
Wednesday	09:00	23:30
Thursday	09:00	23:30
Friday	09:00	23:30

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Licensing Act 2003

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PLA0298

Saturday	09:00	23:30
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 09:00 - 22:30
Sun 09:00 - 22:00

Seasonal Details

9:00 - 23:00 On Bank Holiday Sundays & Mondays

C. Indoor Sporting Events

Description	From	To
Monday	07:00	22:00
Tuesday	07:00	22:00
Wednesday	07:00	22:00
Thursday	07:00	22:00
Friday	07:00	22:00
Saturday	07:00	22:00
Sunday	07:00	22:00

D. Boxing or Wrestling Entertainment(Both)

Description	From	To
Monday	12:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	23:00
Friday	12:00	23:00
Saturday	12:00	23:00
Sunday	12:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 12:00 - 22:30
Sun 12:00 - 22:00

E. Live Music(Both)

Description	From	To
Monday	10:00	23:30
Tuesday	10:00	23:30
Wednesday	10:00	23:30
Thursday	10:00	23:30
Friday	10:00	23:30
Saturday	10:00	23:30
Sunday	10:00	22:00

Licensing Act 2003

Premises Licence

PLA0298

Non-Standard Timings

Outdoors - Mon - Sat 10:00 - 23:00
Sun 10:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

F. Recorded Music(Both)

Description	From	To
Monday	07:00	00:00
Tuesday	07:00	00:00
Wednesday	07:00	00:00
Thursday	07:00	00:00
Friday	07:00	01:30
Saturday	07:00	01:30
Sunday	07:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 23:00
Sun 08:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

G. Performances of Dance(Both)

Description	From	To
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	01:30
Saturday	09:00	01:30
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 09:00 - 23:00
Sun 09:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

I. Late Night Refreshment (Indoors)

Description	From	To
Monday	23:00	00:00
Tuesday	23:00	00:00

Licensing Act 2003

Premises Licence

PLA0298

Wednesday	23:00	00:00
Thursday	23:00	00:00
Friday	23:00	02:00
Saturday	23:00	02:00

J. Supply of Alcohol

Description	From	To
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	02:00
Saturday	09:00	02:00
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 22:30
Sun 08:00 - 22:00

Seasonal Details

09:00 - 02:00 Bank Holiday Sundays & Mondays and New Year's Eve

THE OPENING HOURS OF THE PREMISES

Description	From	To
Monday	06:30	00:30
Tuesday	06:30	00:30
Wednesday	06:30	00:30
Thursday	06:30	00:30
Friday	06:30	02:30
Saturday	06:30	02:30
Sunday	07:30	22:30

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 23:00
Sun 08:00 - 22:30

Seasonal Details

06:30 - 02:30 Bank Holiday Sundays & Mondays

From the commencement of hours on New Year's Eve to the close of hours on New Year's Day

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

Alcohol is supplied for consumption both on and off the premises.

Licensing Act 2003

Premises Licence

PLA0298

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Redenhall With Harleston Town Council, Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Not applicable

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Harleston Leisure Centre Management Committee, Wilderness Lane, Harleston, Norfolk, IP20 9DD

PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL

Not applicable

ANNEXES

ANNEX 1 – MANDATORY CONDITIONS

1. Every supply of alcohol under the premises licence must be made or authorised by the (management committee/management board/board of trustees).
2. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

 (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises
 - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
 - (i) Drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
 - (ii) Drink as much alcohol as possible (whether within a time limit or otherwise);
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
 - (c) provision of a free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective.
 - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the

vicinity of, the premises which can reasonable be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

3. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
4. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale of supply of alcohol.

(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-
(a) a holographic mark, or
(b) an ultraviolet feature
5. The responsible person must ensure that -
(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -
(i) beer or cider: ½ pint;
(ii) gin, rum, vodka or whisky: 25ml or 35ml; and
(iii) still wine in a glass: 125ml;

(b) these measures are displayed in a menu, price list of other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.
6. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
7. For the purposes of the condition set out in the paragraph above -
(a) duty is to be construed in accordance with the Alcohol Liquor Duties Act 1979;

(b) permitted price is the price found by applying the formula -

$P = D + (D \times V)$

Where:

- (i) P is the permitted price
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) relevant person means, in relation to premises in respect of which there is in force a premises licence -

- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) relevant person means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) value added tax means value added tax charged in accordance with the Value Added Tax Act 1994.

8. Where the permitted price given by Paragraph (b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
9. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change of the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
10. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
11. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.
12. Where
 - (a) the film classification body is not specified in the licence, or
 - (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question admission of children must be restricted in accordance with any recommendation made by the licensing authority.
13. In this section "children" means any person aged under 18; and "film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act

1984 (c39)(authority to determine suitability of video works for classification).

ANNEX 2 – CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE

The prevention of crime and disorder

1. A security firm linked alarm system is fitted to the premises.
2. No patrons will be permitted to leave the premises with open vessels of alcohol.
3. There will be a zero tolerance drug policy at the premises.
4. Staff involved in direct alcohol sales will receive training in relation to the Licensing Act 2003. Records will be kept and available to Police or Licensing Authority on request.
5. Norfolk Constabulary will be notified at least 28 days prior to any event which is expected to attract over 500 attendees at any one time. An event management plan will be in place.

Public safety

6. An incident log shall be kept at the premises and made available on request to the licensing officer or police. It will record the following: -
 - crimes reported to the venue;
 - ejection of patrons;
 - incidents of disorder;
 - drug offences;
 - refusal of the sale of alcohol;
 - visit by a responsible officer.
7. At least 21 days prior to the intended date of any boxing entertainment a written health and safety risk assessment in respect of the boxing entertainment must be submitted by the premises licence holder to the Licensing Authority. The risk assessment for the boxing entertainment including any control measures to be implemented must be approved in writing by Environmental Services. If Environmental Services do not approve the boxing entertainment risk assessment the premises licence holder will ensure that the boxing entertainment does not take place. If the boxing entertainment risk assessment is approved by Environmental Services the premises licence holder will ensure that the boxing entertainment takes place in full compliance with the requirements and prohibitions specified in the boxing entertainment risk assessment.

The prevention of public nuisance

8. No noise generated on the premises will give rise to a public nuisance.

The protection of children from harm

9. A challenge 25 scheme will be in operation at the premises.

ANNEX 3 – CONDITIONS ATTACHED AFTER A HEARING BY THE LICENSING AUTHORITY

The prevention of crime and disorder

1. CCTV to be installed at the premises. CCTV will cover the inside of the premises and footage will be available to Police and the Licensing Authority, on request.
2. Staff will be aware not to serve alcohol to customers who are intoxicated or to those under 18 years of age and of the 'No ID No Sale' policy. They will operate a 'Challenge 25 policy'.
3. No patrons will be permitted to leave the premises with open vessels of alcohol.
4. Notices will be displayed regarding such things as under-age drinking, dress code, drugs policy and CCTV.
5. There will be a zero-tolerance drug policy.
6. The premises will not participate in price reduction promotions likely to cause a nuisance or disturbance.

Public safety

7. There will be a designated member of staff to assist disabled people in the case of emergency.
8. There is a dispersal policy for people to leave by the entrances and fire exits.
9. Valid Public Liability Insurance will be in force.
10. A representative of the premises licence holder will always be on duty when customers are on the premises.
11. Toilets will be regularly checked and maintained to a clean and safe standard.
12. There will be an opening and closing procedure for the premises with inspections made to ensure that customers and staff are safe.
13. Notices regarding emergency procedures will be in-situ and all staff will be trained.
14. First aid equipment is available at the reception desk and in the social club bar.
15. At least one first aider will be on duty at any one time.
16. People attending events will be informed prior to the use of any special effects.
17. Clear lighting will be on while the public are on site.

18. During licensable activities, the outside areas will be monitored to ensure that they are safe and kept clear of any problems.

The prevention of public nuisance

19. The Licensee shall comply with a Noise Management Plan (NMP) as agreed with the Council, no later than the 17th May 2019 to South Norfolk Council as the relevant Licensing Authority. The NMP will include the following: -

- the appointment of an acoustic consultant;
- how music noise levels will be managed;
- communicating to those living in the vicinity who might be affected;
- how complaints will be taken, investigated and resolved;
- recording noise complaints made to the organiser.

20. The Licensee shall appoint an acoustic consultant who is a member of the Institute of Acoustics (IOA), no later than the 31st May 2019. The acoustic consultant shall carry out a survey to determine the representative background noise levels and determine the maximum level of amplified music/voice at the boundary of the nearest noise sensitive properties. The acoustic consultant shall provide advice on how noise levels will be set and managed. The information obtained from this survey shall be made available to South Norfolk Council as the relevant Licensing Authority no later than six weeks from the date of the survey.

21. Customers will be made aware to restrict the level of noise when leaving, and respect neighbours in the vicinity of the premises.

22. Adequate receptacles will be provided to store refuse from the premises.

The protection of children from harm

23. Management and staff will ensure they are aware of any children on the premises.
24. Children will be supervised by an adult.
25. When adult entertainment is taking place, no children will be allowed on the relevant part of the premises.

ANNEX 4 – PLAN(S)

See attached.

Licensing Act 2003

Premises Licence Summary

PLA0298

Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

Recreation Ground & Leisure Centre, Wilderness Lane, Harleston, Norfolk, IP20 9DD

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Plays
Films
Indoor Sporting Events
Boxing or Wrestling Entertainment
Live Music
Recorded Music
Performances of Dance
Late Night Refreshment
Supply of Alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

A. Plays(Both)

Description	From	To
Monday	11:00	23:30
Tuesday	11:00	23:30
Wednesday	11:00	23:30
Thursday	11:00	23:30
Friday	11:00	23:30
Saturday	11:00	23:30
Sunday	11:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 11:00 - 22:30
Sun 11:00 - 22:00

Seasonal Details

11:00 - 23:00 on Bank Holiday Sundays & Mondays

B. Films(Both)

Description	From	To
Monday	09:00	23:30
Tuesday	09:00	23:30
Wednesday	09:00	23:30
Thursday	09:00	23:30
Friday	09:00	23:30

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Licensing Act 2003

Premises Licence Summary

PLA0298

Saturday	09:00	23:30
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 09:00 - 22:30
Sun 09:00 - 22:00

Seasonal Details

9:00 - 23:00 On Bank Holiday Sundays & Mondays

C. Indoor Sporting Events

Description	From	To
Monday	07:00	22:00
Tuesday	07:00	22:00
Wednesday	07:00	22:00
Thursday	07:00	22:00
Friday	07:00	22:00
Saturday	07:00	22:00
Sunday	07:00	22:00

D. Boxing or Wrestling Entertainment(Both)

Description	From	To
Monday	12:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	23:00
Friday	12:00	23:00
Saturday	12:00	23:00
Sunday	12:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 12:00 - 22:30
Sun 12:00 - 22:00

E. Live Music(Both)

Description	From	To
Monday	10:00	23:30
Tuesday	10:00	23:30
Wednesday	10:00	23:30
Thursday	10:00	23:30
Friday	10:00	23:30
Saturday	10:00	23:30
Sunday	10:00	22:00

Licensing Act 2003

Premises Licence Summary

PLA0298

Non-Standard Timings

Outdoors - Mon - Sat 10:00 - 23:00
Sun 10:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

F. Recorded Music(Both)

Description	From	To
Monday	07:00	00:00
Tuesday	07:00	00:00
Wednesday	07:00	00:00
Thursday	07:00	00:00
Friday	07:00	01:30
Saturday	07:00	01:30
Sunday	07:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 23:00
Sun 08:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

G. Performances of Dance(Both)

Description	From	To
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	01:30
Saturday	09:00	01:30
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 09:00 - 23:00
Sun 09:00 - 22:30

Seasonal Details

10:00 - 02:00 New Year's Eve

I. Late Night Refreshment (Indoors)

Description	From	To
Monday	23:00	00:00
Tuesday	23:00	00:00

Licensing Act 2003

Premises Licence Summary

PLA0298

Wednesday	23:00	00:00
Thursday	23:00	00:00
Friday	23:00	02:00
Saturday	23:00	02:00

J. Supply of Alcohol

Description	From	To
Monday	09:00	00:00
Tuesday	09:00	00:00
Wednesday	09:00	00:00
Thursday	09:00	00:00
Friday	09:00	02:00
Saturday	09:00	02:00
Sunday	09:00	22:00

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 22:30
Sun 08:00 - 22:00

Seasonal Details

09:00 - 02:00 Bank Holiday Sundays & Mondays and New Year's Eve

THE OPENING HOURS OF THE PREMISES

Description	From	To
Monday	06:30	00:30
Tuesday	06:30	00:30
Wednesday	06:30	00:30
Thursday	06:30	00:30
Friday	06:30	02:30
Saturday	06:30	02:30
Sunday	07:30	22:30

Non-Standard Timings

Outdoors - Mon - Sat 08:00 - 23:00
Sun 08:00 - 22:30

Seasonal Details

06:30 - 02:30 Bank Holiday Sundays & Mondays
From the commencement of hours on New Year's Eve to the close of hours on New Year's Day

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

Alcohol is supplied for consumption both on and off the premises.

Licensing Act 2003

Premises Licence Summary

PLA0298

NAME, (REGISTERED) ADDRESS, OF HOLDER OF PREMISES LICENCE

Redenhall With Harleston Town Council, Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

Not applicable

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Harleston Leisure Centre Management Committee, Wilderness Lane, Harleston, Norfolk, IP20 9DD

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Children will be supervised by an adult.

When adult entertainment is taking place, no children will be allowed on the relevant part of the premises.

04/08/2023

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	15	75	50	(25)			150.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	0	200,847	401,694	200,847			50.0%	
1190 Bank Interest/Rewards Received	3	918	73	(845)			1257.2%	
Administration :- Income	18	238,158	401,967	163,809			59.2%	0
4000 Salaries	8,332	33,469	108,255	74,786		74,786	30.9%	
4001 Paye/Ni	2,378	7,617	34,320	26,703		26,703	22.2%	
4006 Pension Contributions	3,147	9,520	34,582	25,062		25,062	27.5%	
4007 Bank Charges	20	87	239	152		152	36.5%	
4010 Staff Training/ Conferences	0	0	1,000	1,000		1,000	0.0%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	695	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	68	169	538	369		369	31.4%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	145	367	2,430	2,063		2,063	15.1%	
4033 Subscriptions	75	1,122	1,272	150		150	88.2%	
4034 Licences	35	105	323	218		218	32.5%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	0	568	688	120		120	82.6%	
4039 Sundries	0	202	262	60		60	77.1%	
4040 Telephones/Broadband	67	268	716	448		448	37.5%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	2,570	3,283	3,750	467		467	87.5%	
4055 Electricity	250	533	2,000	1,467		1,467	26.6%	
4057 Advertising	11	236	500	264		264	47.2%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4168 Air Conditioning	0	0	317	317		317	0.0%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	17,794	59,888	202,524	142,636	0	142,636	29.6%	0
Net Income over Expenditure	(17,776)	178,270	199,443	21,173				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	0	30	1,000	970		970	3.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	(114)	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	(114)	718	4,108	3,390	0	3,390	17.5%	30
Net Income over Expenditure	114	(488)	3,892	4,380				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	114	(458)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	6,760	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	6,760	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	(6,760)	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	0	0	8,803	8,803		8,803	0.0%	
Loan Repayments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>8,803</u>	<u>8,803</u>	<u>0</u>	<u>8,803</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(8,803)</u>	<u>(8,803)</u>				
121 Environmental								
4083 Planters	0	1,757	1,500	(257)		(257)	117.1%	1,308
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	0	0	54	54		54	0.0%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	2,544	2,650	106		106	96.0%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>0</u>	<u>4,300</u>	<u>4,805</u>	<u>505</u>	<u>0</u>	<u>505</u>	<u>89.5%</u>	<u>1,308</u>
Net Expenditure	<u>0</u>	<u>(4,300)</u>	<u>(4,805)</u>	<u>(505)</u>				
6000 plus Transfer from EMR	0	1,308						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,992)</u>						
122 Street Lighting								
4151 Street Lights Electricity	429	1,264	6,000	4,736		4,736	21.1%	
4152 Street Lights Maintenance	0	170	1,097	927		927	15.5%	
Street Lighting :- Indirect Expenditure	<u>429</u>	<u>1,434</u>	<u>7,097</u>	<u>5,663</u>	<u>0</u>	<u>5,663</u>	<u>20.2%</u>	<u>0</u>
Net Expenditure	<u>(429)</u>	<u>(1,434)</u>	<u>(7,097)</u>	<u>(5,663)</u>				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	2,500	12,500	30,000	17,500			41.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	<u>2,500</u>	<u>12,500</u>	<u>34,575</u>	<u>22,075</u>			<u>36.2%</u>	<u>0</u>
4051 Business Rates	1,197	4,788	13,674	8,886		8,886	35.0%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	9,250	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	<u>10,447</u>	<u>24,763</u>	<u>54,481</u>	<u>29,718</u>	<u>0</u>	<u>29,718</u>	<u>45.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,947)</u>	<u>(12,263)</u>	<u>(19,906)</u>	<u>(7,643)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	510	1,160	2,580	1,420			45.0%	
1021 Cemetery - Interment Of Ashes	200	200	538	338			37.2%	
1022 Cemetery - EROB	0	750	1,290	540			58.1%	
1023 Cemetery - Memorials	0	260	774	514			33.6%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	710	2,370	5,531	3,161			42.8%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	710	2,370	1,214	(1,156)				
125 Markets								
1040 Market Rents	90	130	6,000	5,870			2.2%	
Markets :- Income	90	130	6,000	5,870			2.2%	0
4053 Market Rates	26	106	290	184		184	36.5%	
4055 Electricity	0	0	269	269		269	0.0%	
4145 Waste Removal	63	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	89	356	1,372	1,016	0	1,016	25.9%	0
Net Income over Expenditure	1	(226)	4,628	4,854				
126 Allotments								
1000 Allotment Rent	0	150	1,818	1,668			8.3%	
Allotments :- Income	0	150	1,818	1,668			8.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	368	1,024	656		656	36.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	0	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	0	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	0	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>296</u>	<u>296</u>	<u>0</u>	<u>296</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(296)</u>	<u>(296)</u>				
131 Public Toilets								
4000 Salaries	283	1,151	2,914	1,763		1,763	39.5%	
4001 Paye/Ni	64	206	855	649		649	24.1%	
4006 Pension Contributions	100	308	1,090	782		782	28.3%	
4039 Sundries	101	160	0	(160)		(160)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	186	1,419	1,233		1,233	13.1%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	0	39	39		39	0.0%	
Public Toilets :- Indirect Expenditure	<u>610</u>	<u>2,012</u>	<u>7,093</u>	<u>5,081</u>	<u>0</u>	<u>5,081</u>	<u>28.4%</u>	<u>0</u>
Net Expenditure	<u>(610)</u>	<u>(2,012)</u>	<u>(7,093)</u>	<u>(5,081)</u>				
201 Recreation Ground								
1001 Ground Rent - Football	150	690	1,800	1,110			38.3%	
1003 Ground Rent - Bowls	45	180	540	360			33.3%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
Recreation Ground :- Income	<u>195</u>	<u>870</u>	<u>2,878</u>	<u>2,008</u>			<u>30.2%</u>	<u>0</u>
4000 Salaries	1,631	6,575	21,417	14,842		14,842	30.7%	
4001 Paye/Ni	404	1,247	6,711	5,464		5,464	18.6%	
4006 Pension Contributions	582	1,770	8,218	6,448		6,448	21.5%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	297	1,352	1,055		1,055	22.0%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	0	12	0	(12)		(12)	0.0%	
4040 Telephones/Broadband	10	30	129	99		99	23.3%	
4041 Mobile Phones	7	21	65	44		44	32.9%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	

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Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Water Charges	0	54	403	349		349	13.4%	
4055 Electricity	75	160	600	440		440	26.6%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	0	0	500	500		500	0.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	260	260	538	278		278	48.3%	
4102 Grass Cutting	420	1,365	4,066	2,701		2,701	33.6%	
4107 Leased Plant	320	960	3,440	2,480		2,480	27.9%	
4119 Maintenance - General	40	129	619	490		490	20.8%	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	7	323	317		317	2.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	0	774	832	58		58	93.1%	
4145 Waste Removal	171	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	75	106	163	58		58	64.7%	
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Chrg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	6,566	17,880	58,703	40,823	0	40,823	30.5%	433
Net Income over Expenditure	(6,371)	(17,010)	(55,825)	(38,815)				
6000 plus Transfer from EMR	0	433						
Movement to/(from) Gen Reserve	(6,371)	(16,577)						

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	9,957	39,121	118,250	79,129			33.1%	
1060 Gym - Classes	472	1,620	3,000	1,380			54.0%	
1062 Gym - Food & Drink - Confectio	228	479	300	(179)			159.6%	
1063 Gym - Membership SO's	18	70	350	280			20.0%	
1064 Gym - Membership Cash	1,506	6,116	20,000	13,884			30.6%	
1065 Gym - Personal Training	324	1,165	2,500	1,335			46.6%	
1066 Gym - Room Hire	0	0	404	404			0.0%	
1067 Gym - Squash Courts	612	2,643	5,000	2,357			52.9%	
1068 Gym - Tennis	249	652	2,000	1,348			32.6%	
1070 Protein Food and drink	263	1,262	1,500	238			84.1%	
1073 Re-sales	36	80	310	230			25.8%	
1074 Gym -advertising	0	179	0	(179)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	13,664	53,463	154,223	100,760			34.7%	0
4000 Salaries	7,303	28,474	87,601	59,127		59,127	32.5%	
4001 Paye/Nl	780	4,240	17,650	13,410		13,410	24.0%	
4006 Pension Contributions	1,641	6,787	27,512	20,725		20,725	24.7%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	389	3,870	3,481		3,481	10.1%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	601	1,739	1,138		1,138	34.6%	
4039 Sundries	129	356	1,161	805		805	30.6%	
4040 Telephones/Broadband	51	203	538	335		335	37.7%	
4041 Mobile Phones	9	28	88	60		60	31.9%	
4045 Insurance	857	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	426	906	3,400	2,494		2,494	26.6%	
4056 Gas	18	(79)	275	354		354	(28.9%)	
4057 Advertising	24	24	1,075	1,051		1,051	2.2%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	65	1,075	1,010		1,010	6.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	0	300	1,075	776		776	27.9%	
4126 Gym Equipment Purchases	486	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	557	1,198	641		641	46.5%	
4129 Gym sundries	218	338	1,290	952		952	26.2%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	290	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	563	2,022	3,689	1,667		1,667	54.8%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	272	615	531	(84)		(84)	115.8%	
4166 Uniforms	0	0	355	355		355	0.0%	
4167 Gym DD Arrangement Fees	668	2,511	5,160	2,649		2,649	48.7%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	14,034	51,149	172,464	121,315	0	121,315	29.7%	0
Net Income over Expenditure	(370)	2,314	(18,241)	(20,555)				

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 4

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	577	2,285	3,000	715			76.2%	
Leisure Centre building :- Income	577	2,285	3,000	715			76.2%	0
4000 Salaries	525	2,118	21,807	19,689		19,689	9.7%	
4001 Paye/Nl	99	308	4,177	3,869		3,869	7.4%	
4006 Pension Contributions	180	547	7,715	7,168		7,168	7.1%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	2,570	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	3,939	12,709	8,770		8,770	31.0%	
4055 Electricity	1,753	3,730	14,000	10,270		10,270	26.6%	
4056 Gas	73	425	6,128	5,703		5,703	6.9%	
4071 Health & Safety - Compliance	670	670	1,681	1,011		1,011	39.9%	
4072 Security	125	195	877	682		682	22.2%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	0	85	3,225	3,140		3,140	2.6%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	6,982	16,741	86,726	69,985	0	69,985	19.3%	0
Net Income over Expenditure	(6,405)	(14,456)	(83,726)	(69,270)				
Grand Totals:- Income	17,755	310,393	617,992	307,599			50.2%	
Expenditure	63,597	186,685	626,716	440,031	0	440,031	29.8%	
Net Income over Expenditure	(45,842)	123,708	(8,724)	(132,432)				
plus Transfer from EMR	0	1,771						
Movement to/(from) Gen Reserve	(45,842)	125,479						

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	27	0	(27)			0.0%	
1099 Miscellaneous Income	215	290	50	(240)			580.0%	
1100 Grants	0	800	0	(800)			0.0%	
1101 Christmas lights/donation	0	80	0	(80)			0.0%	
1109 CiL Receipts	0	35,411	0	(35,411)			0.0%	
1176 Precept	0	200,847	401,694	200,847			50.0%	
1190 Bank Interest/Rewards Received	6	923	73	(850)			1265.0%	
Administration :- Income	221	238,378	401,967	163,589			59.3%	0
4000 Salaries	8,436	41,905	108,255	66,350		66,350	38.7%	
4001 Paye/Ni	2,505	10,122	34,320	24,198		24,198	29.5%	
4006 Pension Contributions	3,147	12,668	34,582	21,914		21,914	36.6%	
4007 Bank Charges	28	115	239	124		124	48.1%	
4010 Staff Training/ Conferences	41	41	1,000	959		959	4.1%	
4011 Members' Training	0	0	500	500		500	0.0%	
4012 Conference Costs	0	35	200	165		165	17.5%	
4015 Staff Travel & Subsistence	0	0	54	54		54	0.0%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	323	414	92		92	77.9%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	0	1,398	1,398		1,398	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4023 HR-Compliance	0	169	538	369		369	31.4%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	0	968	968		968	0.0%	
4031 Photocopying	24	391	2,430	2,039		2,039	16.1%	
4033 Subscriptions	296	1,418	1,272	(146)		(146)	111.4%	
4034 Licences	0	105	323	218		218	32.5%	
4036 IT Software	0	0	600	600		600	0.0%	
4037 IT Support and Consumables	65	633	688	55		55	92.1%	
4039 Sundries	39	241	262	21		21	91.9%	
4040 Telephones/Broadband	72	340	716	376		376	47.5%	
4044 Hospitality	0	(35)	250	285		285	(14.0%)	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	137	669	2,000	1,331		1,331	33.5%	
4057 Advertising	40	276	500	224		224	55.3%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	
4099 Miscellaneous Expenses	0	285	538	253		253	53.0%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	0	0	102	102		102	0.0%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4168 Air Conditioning	0	0	317	317		317	0.0%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	14,829	74,717	202,524	127,807	0	127,807	36.9%	0
Net Income over Expenditure	(14,608)	163,662	199,443	35,781				
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	0	30	1,000	970		970	3.0%	30
4081 Jubilee	0	0	2,000	2,000		2,000	0.0%	
4082 Remembrance	0	0	108	108		108	0.0%	
4085 Coronation Event	0	688	0	(688)		(688)	0.0%	
4503 Christmas Events	0	0	1,000	1,000		1,000	0.0%	
Team Harleston :- Indirect Expenditure	0	718	4,108	3,390	0	3,390	17.5%	30
Net Income over Expenditure	0	(488)	3,892	4,380				
6000 plus Transfer from EMR	0	30						
Movement to/(from) Gen Reserve	0	(458)						
<u>105 Grants & Donations</u>								
1103 Donation	0	238	0	(238)			0.0%	
Grants & Donations :- Income	0	238	0	(238)				0
4090 Grants	0	6,760	10,000	3,240		3,240	67.6%	
Grants & Donations :- Indirect Expenditure	0	6,760	10,000	3,240	0	3,240	67.6%	0
Net Income over Expenditure	0	(6,523)	(10,000)	(3,478)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Loan Repayments								
4095 Loan Repayments	4,402	4,402	8,803	4,401		4,401	50.0%	
Loan Repayments :- Indirect Expenditure	4,402	4,402	8,803	4,401	0	4,401	50.0%	0
Net Expenditure	(4,402)	(4,402)	(8,803)	(4,401)				
121 Environmental								
4039 Sundries	15	15	0	(15)		(15)	0.0%	
4083 Planters	169	1,925	1,500	(425)		(425)	128.4%	1,417
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	1	1	54	53		53	2.5%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	2,544	2,650	106		106	96.0%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	185	4,486	4,805	319	0	319	93.4%	1,417
Net Expenditure	(185)	(4,486)	(4,805)	(319)				
6000 plus Transfer from EMR	109	1,417						
Movement to/(from) Gen Reserve	(76)	(3,069)						
122 Street Lighting								
4151 Street Lights Electricity	390	1,654	6,000	4,346		4,346	27.6%	
4152 Street Lights Maintenance	170	340	1,097	757		757	31.0%	
Street Lighting :- Indirect Expenditure	560	1,994	7,097	5,103	0	5,103	28.1%	0
Net Expenditure	(560)	(1,994)	(7,097)	(5,103)				
123 Car Parks								
1030 Car Park Donations - Business	0	0	1,000	1,000			0.0%	
1031 Car Park Donations - PC's	0	0	1,075	1,075			0.0%	
1032 Car Park Donations - Co op	0	12,500	30,000	17,500			41.7%	
1499 Project - parish partnership	0	0	2,500	2,500			0.0%	
Car Parks :- Income	0	12,500	34,575	22,075			36.2%	0
4051 Business Rates	1,197	5,985	13,674	7,689		7,689	43.8%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	18,500	38,000	19,500		19,500	48.7%	
Car Parks :- Indirect Expenditure	1,197	25,960	54,481	28,521	0	28,521	47.6%	0
Net Income over Expenditure	(1,197)	(13,460)	(19,906)	(6,446)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
124 Cemetery								
1020 Cemetery - Burials	350	1,510	2,580	1,070			58.5%	
1021 Cemetery - Interment Of Ashes	0	200	538	338			37.2%	
1022 Cemetery - EROB	320	1,070	1,290	220			82.9%	
1023 Cemetery - Memorials	130	390	774	384			50.4%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	0	161	161			0.0%	
Cemetery :- Income	800	3,170	5,531	2,361			57.3%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	800	3,170	1,214	(1,956)				
125 Markets								
1040 Market Rents	90	220	6,000	5,780			3.7%	
Markets :- Income	90	220	6,000	5,780			3.7%	0
4053 Market Rates	26	132	290	158		158	45.5%	
4055 Electricity	33	33	269	236		236	12.4%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	59	415	1,372	957	0	957	30.3%	0
Net Income over Expenditure	31	(195)	4,628	4,823				
126 Allotments								
1000 Allotment Rent	0	150	1,818	1,668			8.3%	
Allotments :- Income	0	150	1,818	1,668			8.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	368	1,024	656		656	36.0%	
4101 Hedge & Tree Maintenance	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	0	269	269		269	0.0%	
Allotments :- Indirect Expenditure	0	683	2,547	1,864	0	1,864	26.8%	0
Net Income over Expenditure	0	(533)	(729)	(196)				

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
129 War Memorial								
4111 War Memorial Maintenance	8	8	500	492		492	1.7%	
War Memorial :- Indirect Expenditure	8	8	500	492	0	492	1.7%	0
Net Expenditure	(8)	(8)	(500)	(492)				
130 Clock Tower								
4112 Clock Tower Maintenance	0	0	296	296		296	0.0%	
Clock Tower :- Indirect Expenditure	0	0	296	296	0	296	0.0%	0
Net Expenditure	0	0	(296)	(296)				
131 Public Toilets								
4000 Salaries	283	1,434	2,914	1,480		1,480	49.2%	
4001 Paye/Ni	64	270	855	585		585	31.6%	
4006 Pension Contributions	100	408	1,090	682		682	37.5%	
4039 Sundries	0	160	0	(160)		(160)	0.0%	
4047 Cleaning Material/Consum- 4039	0	0	212	212		212	0.0%	
4052 Water Charges	62	248	1,419	1,171		1,171	17.5%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	17	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	526	2,537	7,093	4,556	0	4,556	35.8%	0
Net Expenditure	(526)	(2,537)	(7,093)	(4,556)				
201 Recreation Ground								
1001 Ground Rent - Football	150	840	1,800	960			46.7%	
1003 Ground Rent - Bowls	45	225	540	315			41.7%	
1009 Recreation Ground Hire	0	0	538	538			0.0%	
1015 Recreation Ground Advertising	720	720	0	(720)			0.0%	
Recreation Ground :- Income	915	1,785	2,878	1,093			62.0%	0
4000 Salaries	1,631	8,206	21,417	13,211		13,211	38.3%	
4001 Paye/Ni	404	1,651	6,711	5,061		5,061	24.6%	
4006 Pension Contributions	582	2,353	8,218	5,865		5,865	28.6%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	89	386	1,352	966		966	28.5%	
4034 Licences	0	0	161	161		161	0.0%	
4039 Sundries	44	56	0	(56)		(56)	0.0%	
4040 Telephones/Broadband	10	40	129	89		89	31.0%	
4041 Mobile Phones	7	28	65	37		37	43.8%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	54	403	349		349	13.4%	
4055 Electricity	41	201	600	399		399	33.5%	
4071 Health & Safety - Compliance	0	150	269	119		119	55.8%	
4084 Signage - Rec	60	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	0	0	0		0	0.0%	433
4101 Hedge & Tree Maintenance	475	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	420	1,785	4,066	2,281		2,281	43.9%	
4107 Leased Plant	320	1,280	3,440	2,160		2,160	37.2%	
4119 Maintenance - General	48	177	619	442		442	28.6%	
4121 Maintenance - Contractors	0	0	1,720	1,720		1,720	0.0%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	7	323	317		317	2.0%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	0	0	323	323		323	0.0%	
4141 Dog Bin Servicing	0	774	832	58		58	93.1%	
4145 Waste Removal	0	534	1,606	1,072		1,072	33.3%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	106	163	58		58	64.7%	
4170 Play Area Equipment Purchase	423	423	0	(423)		(423)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	4,553	22,434	58,703	36,269	0	36,269	38.2%	855

Net Income over Expenditure **(3,638)** **(20,649)** **(55,825)** **(35,176)**

6000 plus Transfer from EMR 423 855

Movement to/(from) Gen Reserve **(3,216)** **(19,793)**

202 Gym

1058 Digital Advertising	0	0	450	450			0.0%
1059 memberships DD	10,166	49,287	118,250	68,963			41.7%
1060 Gym - Classes	397	2,017	3,000	983			67.2%
1062 Gym - Food & Drink - Confectio	129	608	300	(308)			202.7%
1063 Gym - Membership SO's	18	88	350	263			25.0%
1064 Gym - Membership Cash	1,902	8,018	20,000	11,982			40.1%
1065 Gym - Personal Training	323	1,487	2,500	1,013			59.5%
1066 Gym - Room Hire	55	55	404	349			13.6%
1067 Gym - Squash Courts	668	3,311	5,000	1,689			66.2%
1068 Gym - Tennis	913	1,566	2,000	434			78.3%
1070 Protein Food and drink	400	1,662	1,500	(162)			110.8%

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1073 Re-sales	17	97	310	213			31.2%	
1074 Gym -advertising	14	193	0	(193)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
Gym :- Income	15,003	68,466	154,223	85,757			44.4%	0
4000 Salaries	9,707	38,181	87,601	49,420		49,420	43.6%	
4001 Paye/Nl	1,715	5,955	17,650	11,695		11,695	33.7%	
4006 Pension Contributions	2,176	8,963	27,512	18,549		18,549	32.6%	
4010 Staff Training/ Conferences	0	0	650	650		650	0.0%	
4015 Staff Travel & Subsistence	70	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	0	27	0	(27)		(27)	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	460	1,183	723		723	38.9%	
4034 Licences	10	399	3,870	3,471		3,471	10.3%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	0	355	355		355	0.0%	
4037 IT Support and Consumables	150	751	1,739	988		988	43.2%	
4039 Sundries	25	381	1,161	780		780	32.8%	
4040 Telephones/Broadband	54	256	538	282		282	47.7%	
4041 Mobile Phones	9	37	88	51		51	42.5%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	415	1,477	1,062		1,062	28.1%	
4055 Electricity	232	1,138	3,400	2,262		2,262	33.5%	
4056 Gas	18	(62)	275	337		337	(22.5%)	
4057 Advertising	1	25	1,075	1,050		1,050	2.3%	
4058 Digital Advertising	0	0	450	450		450	0.0%	
4071 Health & Safety - Compliance	0	65	1,075	1,010		1,010	6.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	0	0	215	215		215	0.0%	
4119 Maintenance - General	0	7	538	531		531	1.4%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	670	969	1,075	106		106	90.2%	
4126 Gym Equipment Purchases	0	486	4,600	4,114		4,114	10.6%	
4128 Gym Contract Maintenance	139	696	1,198	502		502	58.1%	
4129 Gym sundries	63	401	1,290	889		889	31.1%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	290	50	(240)		(240)	580.0%	
4160 Gym Class Fees	607	2,629	3,689	1,060		1,060	71.3%	
4162 Food & Drink For Resale	0	80	705	625		625	11.3%	
4163 Protein products	258	874	531	(343)		(343)	164.5%	
4166 Uniforms	108	108	355	248		248	30.3%	

Detailed Income & Expenditure by Budget Heading 01/08/2023

Month No: 5

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4167 Gym DD Arrangement Fees	798	3,309	5,160	1,851		1,851	64.1%	
4168 Air Conditioning	0	0	447	447		447	0.0%	
Gym :- Indirect Expenditure	16,810	67,959	172,464	104,505	0	104,505	39.4%	0
Net Income over Expenditure	(1,807)	507	(18,241)	(18,748)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	922	3,207	3,000	(207)			106.9%	
Leisure Centre building :- Income	922	3,207	3,000	(207)			106.9%	0
4000 Salaries	525	2,643	21,807	19,164		19,164	12.1%	
4001 Paye/NI	99	407	4,177	3,770		3,770	9.8%	
4006 Pension Contributions	180	727	7,715	6,988		6,988	9.4%	
4039 Sundries	0	274	703	429		429	39.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	0	0	3,000	3,000		3,000	0.0%	
4051 Business Rates	986	4,925	12,709	7,784		7,784	38.8%	
4055 Electricity	956	4,686	14,000	9,314		9,314	33.5%	
4056 Gas	70	495	6,128	5,633		5,633	8.1%	
4071 Health & Safety - Compliance	749	1,419	1,681	262		262	84.4%	
4072 Security	285	480	877	397		397	54.7%	
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	0	2,688	2,688		2,688	0.0%	
4119 Maintenance - General	8	92	3,225	3,133		3,133	2.9%	
4121 Maintenance - Contractors	0	1,304	4,300	2,996		2,996	30.3%	
Leisure Centre building :- Indirect Expenditure	3,858	20,600	86,726	66,126	0	66,126	23.8%	0
Net Income over Expenditure	(2,937)	(17,393)	(83,726)	(66,333)				
Grand Totals:- Income	17,950	328,343	617,992	289,649			53.1%	
Expenditure	46,988	233,673	626,716	393,043	0	393,043	37.3%	
Net Income over Expenditure	(29,037)	94,670	(8,724)	(103,394)				
plus Transfer from EMR	531	2,302						
Movement to/(from) Gen Reserve	(28,506)	96,973						

Date: 08/09/2023

Redenhall With Harleston Town Council

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Time: 11:42

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Community Bank Account**

User: TB

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/07/2023	1	188,727.09
			188,727.09

<u>Unpresented Payments (Minus)</u>			<u>Amount</u>
01/08/2023	DD001	EZ-runner Systems Ltd	180.31
01/08/2023	DD001	Salix Loan Repayment	4,401.67
01/08/2023	STO001	Gym Repair Services	167.00
04/08/2023	BANK004	Barclays	27.70
07/08/2023	BACS007	PHS Group	898.59
07/08/2023	BACS007	Cozens (UK) Limited	204.00
07/08/2023	BACS007	HMRC Tax and NI	4,786.62
07/08/2023	BACS007	Automated Systems Group Ltd	28.84
07/08/2023	BACS007	Ben Burgess Garden Equip	384.00
07/08/2023	BACS007	Norfolk Pension Fund	6,185.02
07/08/2023	BACS007	Neil Roberts	389.00
07/08/2023	BACS007	Top Garden Services	504.00
07/08/2023	BACS007	Barclaycard	362.95
07/08/2023	BACS007	Gym Repair Services	611.88
07/08/2023	BACS007	Gym Repair Services	192.00
07/08/2023	BACS007	Norfolk Association of Local	40.99
07/08/2023	BACS007	Rackhams Building Supplies	77.01
07/08/2023	BACS007	Whartons	130.75
07/08/2023	BACS007	Oliver Smith	65.00
07/08/2023	BACS007	Megan Erith	69.81
07/08/2023	BACS007	Earth Anchors LTD	507.00
07/08/2023	BACS007	Workwear (East Anglia) Ltd	129.00
07/08/2023	BACS007	Coopers	1.98
07/08/2023	BACS007	Coopers	26.47
07/08/2023	BACS007	Robinsons Traditional Statione	33.70
07/08/2023	DD007	O2	8.54
07/08/2023	TRF007	Petty Cash	62.04
07/08/2023	TRF007	Petty Cash	125.91
07/08/2023	DD007	PHS Group	898.59
07/08/2023	DD007	PHS Group	-898.59
09/08/2023	DD009	Anglia Water	62.00
10/08/2023	DD010	Barclaycard Merchant	69.01
14/08/2023	DD014	EE Mobile	11.23
15/08/2023	DD015	South Norfolk Council	26.00
15/08/2023	101261	Various	60.50
15/08/2023	101261	Various	-60.50
18/08/2023	BACS018	Whartons Nurseries Ltd	9.98
18/08/2023	BACS018	Rackhams Building Supplies	11.26
18/08/2023	BACS018	Sallyanne Georgia	60.00
18/08/2023	BACS018	Rejuvenate Yoga	218.00
18/08/2023	BACS018	Society of Local Council Clerk	296.00
18/08/2023	BACS018	Sonata security	342.00

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Community Bank Account**

			<u>Amount</u>	<u>Balances</u>
18/08/2023	BACS018	Danarbor LTD	570.00	
21/08/2023	DD021	Ocean Telecom	150.13	
21/08/2023	DD021	SSE Energy Supply Ltd	462.08	
21/08/2023	DD021	SSE Energy Supply Ltd	92.08	
23/08/2023	DD023	EDF Energy Customers Limited	1,639.61	
25/08/2023	DD025	South Norfolk Council	986.00	
25/08/2023	DD025	South Norfolk Council	236.00	
25/08/2023	DD025	South Norfolk Council	961.00	
29/08/2023	DD029	SSE Energy Supply Ltd	35.09	
31/08/2023	BACS031	Salaries	20,581.69	
				<u>47,420.94</u>
				141,306.15

Unpresented Receipts (Plus)

01/08/2023	STO001		15.00
01/08/2023	STO001		21.00
01/08/2023	PDQ030		54.15
01/08/2023	101259		150.10
02/08/2023	PDQ031		168.53
02/08/2023	BACS002		350.00
02/08/2023	BACS003		337.50
03/08/2023	PDQ001		190.40
03/08/2023	BACS003		72.00
04/08/2023	PDQ002		254.32
04/08/2023	STO004		60.00
04/08/2023	BANK004		5.76
04/08/2023	BACS004		55.00
07/08/2023	DC005		150.00
07/08/2023	PDQ003		200.00
07/08/2023	PDQ004		100.80
07/08/2023	PDQ005		66.89
07/08/2023	BACS007		170.00
08/08/2023	PDQ006		12.00
08/08/2023	DFC008		490.21
08/08/2023	DFC008		10,751.78
09/08/2023	PDQ007		204.00
10/08/2023	BACS010		90.00
10/08/2023	PDQ008		158.85
11/08/2023	PDQ009		201.25
11/08/2023	BACS011		720.00
14/08/2023	PDQ010		54.55
14/08/2023	PDQ011		112.52
14/08/2023	PDQ012		34.70
15/08/2023	101261		60.50
15/08/2023	101260		106.75
15/08/2023	101262		155.80

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current Community Bank Account**

		<u>Amount</u>	<u>Balances</u>
15/08/2023	PDQ013	52.70	
16/08/2023	BACS016	30.00	
16/08/2023	PDQ014	101.79	
17/08/2023	PDQ015	143.65	
17/08/2023	BACS017	72.00	
17/08/2023	BACS017	500.00	
18/08/2023	PDQ016	265.84	
21/08/2023	PDQ017	138.30	
21/08/2023	PDQ018	80.71	
21/08/2023	PDQ019	75.25	
22/08/2023	PDQ020	60.10	
22/08/2023	101263	849.37	
23/08/2023	PDQ021	169.95	
24/08/2023	PDQ022	120.93	
25/08/2023	PDQ023	148.70	
29/08/2023	BACS029	199.99	
29/08/2023	SO029	45.00	
29/08/2023	PDQ024	169.33	
29/08/2023	PDQ025	96.54	
29/08/2023	PDQ026	50.45	
29/08/2023	PDQ027	163.70	
30/08/2023	PDQ028	100.08	
30/08/2023	101264	360.94	
31/08/2023	PDQ029	112.44	
31/08/2023	BACS031	14.00	
			<u>19,696.12</u>
			161,002.27
	Balance per Cash Book is :-		161,002.27
	Difference Excluding Adjustments is :-		0.00
<u>Adjustments to Reconciliation</u>			
31/03/2023	BACS031	Gym Repair Services	0.00
			<u>0.00</u>
	Unreconciled Difference is :-		<u>0.00</u>

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Current Community Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	31/07/2023	1	188,727.09
			<u>188,727.09</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			188,727.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			188,727.09
		Balance per Cash Book is :-	188,727.09
		Difference Excluding Adjustments is :-	0.00
<u>Adjustments to Reconciliation</u>			
31/03/2023 BACS031 Gym Repair Services		0.00	
			<u>0.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

August 2023

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Contractual	PHS	Sanitary Disposal	LCMC		£ 898.59		£ 748.83	£ 149.76	£ 898.59	4071/203
Contractual	Cozens	Street Lighting - June 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Contractual	Cozens	Street Lighting - July 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - July	TC	£ 2505.12	£ 2,217.44	£ 64.06	£ 4,786.62		£ 4,786.62	4001/various
Lease	ASL	Photocopier - July	TC	£ 28.84			£ 24.03	£ 4.81	£ 28.84	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/07/2023 - 31/07/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - July	TC	£ 3,147.30	£ 2,937.90	£ 99.82	£ 6,185.02	£ -	£ 6,185.02	4006/various
Obligation	Neil Roberts	Classes - July	LCMC		£ 389.00		£ 389.00		£ 389.00	4160/202
Contractual	Top Garden Services	Grass Cutting - July	LCMC		£ 504.00		£ 420.00	£ 84.00	£ 504.00	4039/202
Possible Payments requiring to be listed										
FR4.1	Barclaycard - Facebook	Advertising	LCMC		£ 1.47		£ 1.47		£ 1.47	4057 202
FR4.1	Barclaycard - Indeed Jobs	Job Advert	TC	£ 11.00	£ -		£ 11.00		£ 11.00	4057 101
FR4.1	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034 202
FR4.1	Barclaycard - My Protein	Protein products	LCMC		£ 55.08		£ 55.08	£ -	£ 55.08	4163 202
FR4.1	Barclaycard - Amazon	Plastic signs - Keep Dogs on Leads	LCMC		£ 26.01		£ 21.69	£ 4.32	£ 26.01	4084 201
FR4.1	Barclaycard - Your coca-cola	Protein products	LCMC		£ 203.40		£ 203.40		£ 203.40	4163 202
FR4.1	Barclaycard - SNC	SNC - Planning enquiry - car boot sale	TC	£ 46.00	£ -		£ 38.33	£ 7.67	£ 46.00	4084 201
FR4.1	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC	£ -	£ 10.00	£ -	£ 10.00		£ 10.00	4040 201
Total Barclaycard				£ -	£ -		£ -		£ 362.95	
Approved at LCMC 12 July 2023	GRS	Repair brake pad, bracket, main drive belt, pull down cable & pulldown row cable	LCMC		£ 611.88		£ 509.90	£ 101.98	£ 611.88	4123 202
FR4.1	GRS	Repair - Belting	LCMC		£ 192.00		£ 160.00	£ 32.00	£ 192.00	4123 202
FR4.1	NALC	Good Councillor Guides, The Good Councillor Guides to Employment	TC	£ 40.99			£ 40.99		£ 40.99	4010 101
FR4.1	Rackhams	Maintenance supplies	LCMC		£ 57.02	£ 19.99	£ 64.17	£ 12.84	£ 77.01	4119 131 201
FR4.1	Whartons	Bark & compost - planters	Amenities			£ 130.75	£ 108.96	£ 21.79	£ 130.75	4083 121 EMR 348
FR4.1	Oliver Smith	Microsoft Office 365 Family Annual Subscription	TC	£ 65.00			£ 65.00		£ 65.00	4037 101
FR4.1	Megan Erith	Travel expenses for First Aid course	LCMC	£ -	£ 69.81		£ 69.81		£ 69.81	4015 202
Approved at LCMC 12 July 2023	Earth Anchors Ltd	Recycled plastic sheets - forest saver boards	LCMC		£ 507.00		£ 422.50	£ 84.50	£ 507.00	EMR 326
FR4.1	Workwear (East Anglia) Ltd	Staff Polo shirts - Gym	LCMC		£ 129.00		£ 107.50	£ 21.50	£ 129.00	4166 202
FR4.1	Coopers	Strong washups sponge - Gym	LCMC		£ 1.98		£ 1.65	£ 0.33	£ 1.98	4039 202
FR4.1	Coopers	Strainer & roller set and Weeding Hoe - Maintenance invoices	LCMC		£ 26.47		£ 22.05	£ 4.42	£ 26.47	
FR4.1	Robinson's Traditional Stationers	A3 laminated posters, raffle tickets and A5 flyers	TC	£ 33.70			£ 29.28	£ 4.42	£ 33.70	4057 101
FR4.1	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 38.71	£ 23.33		£ 62.04		£ 62.04	4039/101/202
FR4.1	Petty Cash - Maintenance	Diesel for van and John Deere and petrol for plant	LCMC/TC		£ 125.91		£ 125.91		£ 125.91	4018/101/201/124 Pay to CC to reimburse Petty Cash
									£ 187.95	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre	Note
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£		
Stat Duty	HMRC	Employees Salary - August		£ 2,579.54	£3,393.63	£64.06			£6,037.23	4001/Various	
Contractual	Fresh Air	Air Condition Servicing - 7 AC units & wall extract fans in fitness room	All	£ 362.40	£ 362.40		£ 604.00	£ 120.80	£ 724.80	4168/101/202	
Stat Duty	Norfolk Pension	Employees Salary - August	TC	£ 3,197.23	£ 3,556.85	£ 99.81	£ 6,853.89		£ 6,853.89	4006 Various	
Obligation	Rejuvenate Yoga	Yoga Classes - July	LCMC		£ 218.00		£ 218.00		£ 218.00	4160/202	
Contractual	Sonata	Annual monitoring fee commencing Oct 2023	TC	£ 342.00			£ 285.00	£ 57.00	£ 342.00	4072/203	
Possible Payments requiring to be listed											
	Rackhams Building Supplies	Maintenance Supplies - jubilee clip, co	LCMC		£ 11.26		£ 9.38	£ 1.88	£ 11.26	4119 201 121	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved by Chair via Email 16/08/23	SLCC	Membership Fee: Clare Crane	TC	£ 296.00			£ 296.00	£ -	£ 296.00	4033 101	This payment will take the budget line overbudget by £145.63 due to NorfolkALC membership increase and Parish Online and Market Membership not budgeted for.
Approved at LCMC July 2023 Item 13 on agenda	Danarbor Ltd	Storm damaged Elm Tree - section felled and removed from site	LCMC		£ 570.00		£ 475.00	£ 95.00	£ 570.00	4101 201	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance- Approved by Chair via email 16/08/23	Force Fresh	Cleaning supplies	LCMC		£ 318.59		£ 265.49	£ 53.10	£ 318.59	4039 203	
	Whartons	2 Roses for the War Memorial	Amenities			£ 9.98	£ 9.98		£ 9.98	4111 129	
	Lodge Farm Bungalow Plants	9 Dahlia Plants	Amenities			£ 60.00	£ 60.00		£ 60.00	4083/121	

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£	
Contractual	Cozens	Street Lighting - August	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Obligation	HMRC - VAT	Vat Return - Quarter 1	TC	2674.92			£ 2,674.92		£ 2,674.92	105
Lease	ASL	Photocopier - reading 23/08/2023	TC	£ 35.83			£ 29.86	£ 5.97	£ 35.83	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/08/2023 - 31/08/2023	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Contractual	Eyelid Productions	Website - Annual webiste support	TC	£ 100.00			£ 100.00	£ -	£ 100.00	4126/202
Obligation	Rejuvenate Yoga	Yoga Classes - August	LCMC		£ 240.00		£ 240.00		£ 240.00	4160/202
Obligation	Neil Roberts - Classes	Classes - August	LCMC		£ 457.00		£ 457.00		£ 457.00	4160/202
	Barclaycard - Warehouse	Office shredder	TC	£ 180.00			£ 150.00	£ 30.00	£ 180.00	4039 101
	Barclaycard - Spotify	Licence	LCMC		£ 9.99		£ 9.99		£ 9.99	4034/202
	Barclaycard - Your coca-cola	Protein products	LCMC		£ 120.45		£ 120.45		£ 120.45	4163 202
	Barclaycard - My Protein	Protein products	LCMC		£ 77.97		£ 77.97		£ 77.97	4163 202
Approved at LCMC 12 July 2023	Barclaycard - Health & Fitness	Level 2 Certificate in Gym Instructing (online)	LCMC		£ 356.25		£ 356.25		£ 356.25	4010 202
	Barclaycard - Amazon	Gym equipment - goods not received refund requested	LCMC		£ 89.90		£ 89.90		£ 89.90	?
	Barclaycard - Amazon	Envelopes - Toddler Play Area Invitations	TC		£ 4.39		£ 4.39		£ 4.39	103/4014
	Barclaycard - Cloudnext	Premium Hosting Annual Billing	LCMC		£ 119.98		£ 119.98		£ 119.98	4036 101
	Barclaycard - Smarty	Vodafone hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040/201
	Total to Barclaycard								£ 968.93	
Approved at TC 12/04/23 - Payment to be noted at the next Amenities (50% refund from NCC)	Westcotec	SAM2 plus post and bracket	Amenities			£ 5,355.60	£ 4,463.00	£ 892.60	£ 5,355.60	123/1499
	Force fresh	Danger Very hot Water signs	LCMC		£ 4.79		£ 3.99	£ 0.80	£ 4.79	4071 203
	Force Fresh	Centrefeed rolls	LCMC		£ 124.56		£ 103.80	£ 20.76	£ 124.56	4039 202
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance /Approved at Executive	Norvic Training	First Aid at Work - Terry Hope & Megan Erith	LCMC		£ 379.20		£ 316.00	£ 63.20	£ 379.20	4071 202
	GRS	Cable	LCMC		£ 154.80		£ 129.00	£ 25.80	£ 154.80	4123 202
	ESPO	Stationery items	TC	£ 101.58	£ -		£ 84.65	£ 16.93	£ 101.58	4039 101
Approved at TC 19/07/23	Action Play & Leisure	Supply and install new play equipment	LCMC		£ 25,811.32	£ -	£ 21,509.43	£ 4,301.99	£ 25,811.42	S106
	DRS Doors Ltd	Faulty Gym entrance door	LCMC		£ 168.00		£ 140.00	£ 28.00	£ 168.00	4121 203
	CTS DIY & Buildig Supplies	Ballast, Cement, Mortar, manhole cover & frame & resettable code padlock	LCMC	£ -	£ 93.98		£ 78.31	£ 15.67	£ 93.98	4119 201
	Kim Bryant	HR Support July/August	TC	£ 157.50			£ 157.50	£ -	£ 157.50	4023 101
	Coopers	Maintenance supplies	LCMC		£ 87.63		£ 73.03	£ 14.60	£ 87.63	4119 121
	Workwear (East Anglia) Ltd	Gym staff uniforms	LCMC		£ 241.04		£ 200.86	£ 40.18	£ 241.04	4166 202
	S J Mack	Gym Membership refund	LCMC		£ 27.00		£ 27.00	£ -	£ 27.00	4159 202
	Dawn Froud	Gym membership Refund	LCMC		£ 20.00		£ 20.00	£ -	£ 20.00	4159 202
	Oxford Cartographers Ltd	Harleston map A3	TC	£ 250.00	£ -		£ 250.00	£ 50.00	£ 300.00	103/4014
	Oxford Cartographers Ltd	Recreation map	LCMC		£ 162.00		£ 135.00	£ 27.00	£ 162.00	103/4014
	Whartons	Error on amount paid - original order didn't include vat	Amenities			£ 2.00	£ 1.67	£ 0.33	£ 2.00	4111 129
	Soul Café	Two cakes for Opening of the Toddler area event	LCMC		£ 58.00		£ 58.00		£ 58.00	103/4014
	Harl & Dist Business Forum	Business Forum Breakfast 06/09/2023 C Crane	TC	£ 12.00			£ 12.00		£ 12.00	4044 101
	Petty Cash - Gym & TC	Office sundries - August	LCMC/TC	£ 3.00	£ 14.34		£ 17.34		£ 17.34	4039/101/202

21st September 2023

14th September the Town Clerk informed the original Project Board for the Town Improvement Scheme the following:-

16th May- Project Board completed walk round and the all the outstanding snagging works was approved to take place.

19th May-Confirmed outside of the project board meeting that Tarmac (Contractors) were imminently going to complete the snagging work.

7th July – Confirmed at the Project Board that Tarmac (Contractors) was imminently going to complete the snagging work.

10th July – Town Clerk reported that the control plate was breaking down.

9th August – Town Clerk was advised that there had been some delays to the remedial works, but Tarmac (Contractors) are planning to come out and complete the work in early September.

1st September – Town Clerk reported that now nearly all the pins are broken on the control plate, and this needs fixing/replacing asap.

14th September – Town Clerk reported that Cars/vans are still mounting the kerb to enter the car park from the wrong direction, because the bollard has not been moved as agreed.

21st September all work is still outstanding.

Contractor Actions

Bullock Fair – Town Car Park

- Extra bollard to be installed to stop vehicles entering the Co-Op from Bullock Fair Close
- 'No Entry to Car Park' sign to be drawn up and implemented – mounted on finger post at northern side of Bullock Fair Close/Thoroughfare junction.
- The GPS (Sat Nat) to be updated as this still directs people to turn left up Bullock Fair Close.
- 5mph limit sign to be moved to correct position at new entrance at Paddock Road.
- On the new ramp before the control plate the bolt on one end is higher than the ramp and is very loose - Missing bolt to be replaced.
- At the Co-Op emergency exit, one bollard has gone and the one next to it is badly damaged, Contractors to fix asap.
- 'No Entry' signs at car park entrance and exit to be swapped.
- Control Plate needs replacing as under warranty.

Church Street

- The printed message on Church Street to warn drivers to slow down as they approach a pedestrian area is outstanding-'SLOW' road marking to be implemented at Church Street.

Broad Street

- Wheel stops to be added to each bay to prevent the rear of vehicle blocking the path on Broad Street.

Exchange Street

- The TRO for the parking changes and pedestrian zone on Saturdays at Exchange Street is now with nplaw for legal drafting. Unfortunately, they have a back log of work and have not yet been able to give a timeframe of when they will be able to complete the work.

Town Council Actions

Thoroughfare

- Completed - The Town Council have now bolted down the planters on the footway to deter parking which obstructs Old Post Office Court

Market Place

- South 1 Engineer, Gary Overland confirmed that he would not approve the spray painting of the Marketplace but would approve installation of removable bollards at the Exchange Street side to prevent cars pulling onto the Market Place.
- 'No parking' signage on the Market Place and the Installation of removable bollards at the Exchange Street side -The Clerk need to send all details to the Conservation Officer at SNDC and then back to NCC for costings for installation- **Town Council Action - Outstanding**

Paddock Road

- Road markings wearing off at Paddock Road entrance – Town Clerk to investigate for possible re-lining - **Town Council Action - Outstanding**

Town Council – Clerk Report – September 27, 2023

Attendee	Action	Any other Information
Town Clerk	Attended meeting on 19 th July with Amanda Cox the Licensing & Enforcement Officer/SAG Chair at South Norfolk District Council	Agenda item
Marketing, Communications and Events Coordinator	Organised a Free toddler session on the Recreation Ground (used the Exchange 2) cabin and a gazebo due 27 th July 2023 from 10-12 – Ryan from Harleston Library came and read a story. Very well attended and received very positive feedback.	
Town Clerk & Deputy Clerk	Walk round 1 st August 2023 12.30-14.30 with Mr G Overland - Highways Engineer Viewed & discussed Love Lane, double yellow lines, no parking on the Market Place, Bollards and the removal of the parking bays, Candler Lane – double yellow lines and ownership of land at Church View	
Marketing, Communications and Events Coordinator	5 th September HM Lord-Lieutenant for Norfolk The Lady Dannatt MBE opened the new toddler play area with invited guests and a tea party held. Organised a Free toddler session on the Recreation Ground Very well attended and received very positive feedback.	
Town Clerk	Attended Breakfast Forum meeting on 6 th September at The Swan	
Town Clerk	Attended Meeting at HIP on the 18 th of September 2023 to have an update meeting.	
Town Clerk	19 th September 2023 - Advised by Zurich Insurance that an incident is being investigated for liability.	

Email sent to Cllr M Wilby – Forwarded onto the Clerk 5th June 2023

Dear Member,

I am contacting you regarding the Road Safety Community Fund (RSCF), which is now entering its third year. This email provides you with more comprehensive information on the process and next steps involved and explains how we can support you in developing your road safety ideas.

You may be aware that the second areas to be progressed last year were North Norfolk, Broadland & Great Yarmouth, and delivery of the approved schemes is in progress. We are now looking for tranche 3 schemes within the South Norfolk and Breckland areas for delivery in 2024/25.

The RSCF funding is similar to your Local Member Fund (LMF) as you can prioritise and decide where you believe the greatest benefits can be achieved. Whilst there is no limit to the number of bids you can submit, the available budget is approximately £10,400 per Member based on all Members making a submission. For your information and guidance, to date the average number of successful applications has been 2 per Member, and the greatest number of any Member has been 4, with some of these being supported by additional external funding. That's not to say we didn't receive more applications, but not all suitable schemes could be funded, therefore your prioritisation of bids is helpful.

In contrast to the Parish Partnership initiative, there is no expectation for matched funding to finance any part of the scheme. The £10,000 maximum allocation per scheme includes design work, legal fees, consultation process, supervision as well as the cost of the materials and work on site.

All applications we receive should be supported by you as the County Council Member. We are particularly keen to encourage schemes that are likely to reduce personal injury accidents in your division, and bids of this type will be given greater consideration when prioritising applications. Bids should also demonstrate how the proposals contribute to the Council's Local Transport Plan priorities and should benefit the whole community.

How to submit an application for consideration

To ensure applications are within the scope of the Fund and are appropriate for consideration, Members (or their supported nominee) should firstly consult with their local Highway Engineer for initial advice. Their details can be found via this link [here](#) and are highlighted in blue. The Highway Engineers will be able to assist you with your proposals by initially providing you with advice on engineering solutions and whether the proposal complies with legislation, good practice and our own specific requirements (such as Norfolk's Speed Management Strategy) and can provide an approximate cost estimate for the proposal.

Once a proposal has been agreed with your Highway Engineer, they will submit your bid details to me to review along with all other Member bids.

I would be grateful to receive your bids by Friday **24 November 2023**.

All bids will be evaluated upon receipt and if they meet the above criteria they will be added to a provisional programme. Once all applications have been received, they will be prioritised, as there is only funding for approximately 30 to 40 schemes. Subject to approval by the Council's Cabinet in spring 2024, you will be notified of your successful bids. The successful projects will then be progressed via our design teams and constructed by our contractors during 2024/25.

The details attached (RSCF Eligible Measures List) give you some idea of the types of bids suitable for the RSCF as well as a list of those that are either outside the criteria of our funding or that would simply exceed the limit of £10,000 per scheme. Finally, please remember bids should be localised and should not look to cover a wider area.

If you need further information on the application process, please feel free to contact me or my Project Engineer, John Cotton, by using our email addresses or by phoning 01603 223851 for me or John on 01603 819838. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

*AfH**Action for Harleston - Improving people's lives*actionforharleston@outlook.com

12/9/23

Dear Clare,

I see that on the 13th September the Amenities Committee is due to discuss a proposal which is being put forward to enable cost savings on the electricity, by the reduction of street lighting between the hours of midnight and dawn in unspecified locations.

Whilst it is commendable that the Council is considering ways to reduce the costs to the residents, this proposal needs to be discussed in its widest context.

I am sure that there are solid cost savings which can be made by reducing street lighting; and that there are valid environmental reasons which can be put forward to support this reduction.

However, whenever this has been proposed in other towns, residents have raised concerns about potential increases in anti-social behaviour, crime, and a reduction in personal safety; and in some cases – an increase in accidents.

Whilst it may be that after reasoned argument it is decided to reduce street lighting, it is also important that the residents, especially those directly affected, should be properly consulted. A proper consultation does not mean that it should only be discussed in Committee, or at the Council meetings; all of which are unattractive to residents.

It would be unfortunate for the Council to behave in such a way as would be interpreted as imposing any reduction in lighting on the residents concerned.

I would remind the present Council, that a previous Town Council colluded with the County and District Councils to impose radical changes on the lives of the residents of Harleston, without any consultation, beyond that of a few chosen influential residents.

I would hope that the current councillors have more regard for their residents than has been previously displayed by some former Councillors.

I look forward to seeing how this Council proposes to consult properly with its residents over this matter. I shall naturally be putting this matter before my members.

Your sincerely,

Barry Woods
Chairman
Action for Harleston

F.A.O. Chair of Amenities
 Harleston Town Council
 20th August 2023

The Flying Chef

Dear Clare

REF: Market Square and Exchange Street, Harleston.

I wonder if you could make my concerns and thoughts known at the next Town Council meeting on Wednesday 23rd August.

Emma made me aware at the beginning of the month that the idea/proposal to close Exchange Street on a Saturday to develop a bigger market was still being considered. I want to feed back my thoughts on this proposal to the full council.

Firstly - I am very concerned that closing Exchange Street every Saturday will be detrimental to my business and to others in the Market Square area. In fact I would welcome a re-instatement of the parking spaces on Exchange Street to allow people to stop for say 30 or 40 minutes to use the facilities at this end of town. On Saturday's I have a great deal of customers that pull up behind me and buy take away hot dogs and the Fruit and Veg stall also has pick-ups. (My customers include people from the surrounding villages that are just popping into town and working people that are passing by for a takeaway lunch as well as shoppers and residents in the town). If the street is closed to traffic every Saturday I fear those customers will fall away.

My trade on Saturdays has fallen since the works started on the new road scheme last year and is proving to be slow in coming back. Exchange Street being open to traffic is helping it come back. I know there are other factors at play with regards to trade such as the number of food options in the town and the cost of living crisis but I want to impress upon the council the importance of ease of getting to areas in the town which includes the Market Square. Please don't underestimate the importance of passing through trade – people drive through the town spot my stall and the market and pull up on Exchange Street to buy! If they could park for longer, they would.

Secondly – The Wednesday Market is really struggling and I find it hard to believe that a Saturday Market every week would do much better. It is hard to get stall holders for a regular market but specialist events/markets fare better. However, they cannot be run every week. Other towns that I work in hold them four or five times a year. If the same type of market is run too often then foot fall goes down as people get bored with them. For example, I trade the Antiques Markets in Beccles every year but the organisers have now reduced that to only one a year due to poor turnout for the second one – they looked at the figures over several years to conclude that would be the best option. The same in Bungay for their monthly artisan markets – they have held them once a month from April to September concluding that the weather is bad in the winter for stall holders and the public and that to hold them more often would reduce interest. I traded them last year and my sales were good at the beginning but by September the trade was down and it was time to stop.

I welcome your feedback and thank you for your time in considering my letter.

Best wishes
 Janet Peachey