



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 20th December 2023 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 14th December 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 of the Town Council meeting on Wednesday 22nd November 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. Discuss and approve the grant applications recommended by the Finance Committee.
 - a. Harleston Information Plus-Amount: £6,500-Purpose: To support core expenses, including rent, utilities, and salaries.
 - b. Harleston Historical Society-Amount: £260-Purpose: To assist with the Museum's annual rent.
 - c. Exchange 2-Amount: £1,245-Priority 1: Insurance - £743.89-Priority 2: General building maintenance - £500
 - d. Redenhall with Harleston & Wortwell PCC-Amount: £2,000-Purpose: To provide a warm space.
8. Receive and review as recommended by the Finance Committee
 - a. the salary draft budget for year 2024/25 and agree for the chair to sign at the January Town Council meeting (FR4.6)

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/>

- b.** the main draft budget for the year 2024/25
 - c.** the reserves draft budget for year 2024/25
 - d.** the Reserves Policy
- 9.** Discuss and consider the 2024/25 precept request as recommended by the Finance Committee.
- 10.** To finalise any additional revisions for the Finance Committee's consideration during the January Finance committee meeting.
- 11.** Receive and note the contents of the Payments Lists provided.
 - a.** 20th December 2023(to be supplied at the meeting)
- 13.** To receive the Town Councils drafted 4-Year Action Plan (Copy herewith)
 - a.** Approve the finalised plan.
- 14.** To receive and approve the draft letters intended for distribution to businesses and neighbouring parishes, seeking contributions for free car parking.
- 15.** To receive a report from Cllr Hardy on safety concerns discussed with Needham Parish Council regarding the A143 roundabout and determine any subsequent actions.
- 16.** To note an application to be submitted by the Events Officer for a Pride in Place Grant for events in 2024.
- 17.** To receive and note the Decision Notice, Reference: 2023/3260, Proposal: Proposed use of recreation ground to run up to three car boot sales between March and November for a two-year period (2024/2025), Date of Decision: 12 December 2023 (copy herewith)
- 18.** To receive and note any updates from representatives.
- 19.** To receive Committee updates and report on any significant issues arising³:
 - a.** Leisure Centre Meeting- Last meeting held 29th November 2023
 - b.** Planning Meeting - Last meeting held 4th December 2023
 - c.** Amenities Meeting - Last meeting held 6th December 2023
 - d.** Finance Meeting – Last meeting held 13th December 2023
- 20.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only
 - a.** Chairman
 - b.** Councillors
 - c.** Clerk
- 21.** To note the date of the next Town Council meeting on Wednesday 24th January 2024 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 22nd November 2023 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Shelagh West, Eloise Wilkinson, Lucy Chenery, Clive Digby, Michael Hardy.

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk), District Councillor Trevor Graham, District Councillor James Eddy

Members of the Public: Mr Carstairs

1. **Welcome**
Cllr MBA welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
Apologies were received from Cllr Harrison
Apologies were unanimously accepted.
No apologies were received from Cllr Attwood
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 Town Council meeting on Wednesday 25th October 2023**
Minutes were unanimously approved and signed by the Chairman.
5. **To note progress on decisions made at the last meetings of Council.**
Noted
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).**
District Councillor Trevor Graham – See appendix A
District Councillor James Eddy – See appendix B
Mr Carstairs gave a short explanation into what he would like to present at the next meeting.
7. **To note month 7 finances are not available for this meeting but will be circulated as soon as the information is available.**
Noted

8. **To receive and note the contents of the Payments Lists listed below.**
a) **15th November 2023**
Noted
9. **To receive the Town Councils drafted 4-Year Action Plan as recommended by the Executive Committee**
a) **Consider and agree to any suggested improvements.**
Cllr Wilkinson asked questions about the plan including CIL and S106, Councillor Surgeries and Youth Council
Cllr Hardy – raised a number of points about the plan.:
 - To define the priorities
 - To clarify the completion dates
 - Advised that the Leisure Centre project would require more external advice and would need to prove the demand and forecast income from any potential community facility project.
 - Inquired as to whether permission needs to be sought from NCC to hold a Saturday Market.
 - Suggested that work on the car park lease would need to commence before the end of the term in 2027.
 - Suggested that legal work should be resolved concerning the recreation ground and this should be added to the plan.Cllr Brownsea – Felt that not all councillors had been afforded the opportunity to put forward their thoughts.
- b) **Approve the finalised plan.**
Cllr MBA proposed revisiting the document during an informal meeting of councillors for a comprehensive review and potential additions.
Unanimously agreed not to approve the final plan.
Unanimously agreed to for Councillors to organise a meeting to discuss the plan, aiming to present a new draft to the Clerk before the December meeting. The Town Clerk to include this on the December agenda.
- Action – All Town Councillors**
Action - Town Clerk
10. **To agree to dissolve the Town Council Nature Recovery working party.**
Unanimously agreed.
11. **To agree to appoint Cllr Harrison as the Town Council representative to the Harleston Community Group (formerly known as Nature Recovery working party) as recommended by the Executive Committee.**
7 votes for and one abstention motion carried.
- a) **To agree for the Town Council representative to collaborate with the Harleston Community Group on statutory biodiversity duties outlined in the Environment Act of 2021 and present a draft policy for Executive Committee review (Model Policy Copy herewith).**
Cllr Brownsea voiced discontent with the policy, questioning the need for such rapid implementation.
Unanimously agreed for Cllr Harrison to draft the policy.

Action – Cllr Harrison

- b) **To agree to a 15-minute presentation by Mr. Carstairs about Nature Recovery in Harleston and to finalise the scheduling details for the presentation.**
Cllr MBA proposed that the presentation should take place at 6.30pm on the 20th December 2023 subject to Mr. Carstairs' availability.
Unanimously agreed.

Action – Town Clerk

12. **To discuss the potential reintroduction of donation requests from local businesses for car parks.**

- a) **To agree next step action**

It was unanimously agreed that the Clerk would compose letters to all local businesses, requesting donations. Additionally, consideration would be given to revisiting a past initiative wherein businesses received a supportive window sticker as part of their contribution.

Action – Town Clerk

13. **To receive and note any updates from representatives.**

- a) **Exchange II**

No further updates.

14. **To receive Committee updates and report on any significant issues arising¹:**

- a) **Planning Meeting - Last meeting held 6th November 2023**

Cllr Digby gave a brief outline of the planning decisions that had been made.

- b) **Finance Meeting – Last meeting held 8th November 2023**

Through a series of working parties the finance committee has drafted a basic budget for the town council. Awaiting the committees with devolved budgets to add their budgets for collation in December.

- c) **Executive Meeting – Last meeting held 15th November 2023**

4-year plan discussed earlier in the meeting

15. **To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only.**

- a) **Chairman**

Provided an overview of the Remembrance weekend events. The Deputy Clerk and the Chairman attended the Guides to deliver a presentation as part of Parliament Week.

- b) **Councillors**

- Cllr West informed the council that a response to the letter concerning Shotford Road had been received. The Clerk clarified that upon formal receipt, the letter would be presented to the Town Council as significant correspondence.
- Cllr Wilkinson inquired about potential contributions from councillors for the Christmas Light switch-on.
- Cllr Chenery expressed a desire to join the youth council and conveyed satisfaction with the Remembrance weekend events.

- Cllr Brownsea expressed gratitude to the maintenance team for their prompt handling of the incident last week involving a bus hitting the town sign.
- Cllr Hardy asked about the council's receipt of responses to letters sent after the previous council meeting. He also requested that the maintenance team visit the town sign on Needham Road and clear the overgrown hedgerow.

Action - Operations Manager

c) Clerk

The Clerk provided an update on the outstanding matters from the town improvement project. The remaining work is scheduled for completion in the first week of January 2024.

16. To receive significant correspondence and agree on actions required.

a) Needham Parish Council

The Clerk recommended that a councillor meet with Needham Parish Council to clarify their requirements. Cllr Hardy volunteered for this task and agreed to report back to the council. The Clerk will provide the necessary contact details.

Action – Town Clerk

Action - Cllr Hardy

17. To note the date of the next Town Council meeting on Wednesday 20th December 2023 7.00pm start in the Social Room at the Memorial Leisure Centre.

Noted

Also noted the presentation from Mr. Carstairs to start at 6.30 before the meeting.

Meeting Closed 20.26

Signed

Date

Appendix A

DISTRICT COUNCILLORS' REPORT – NOVEMBER 2023

I was delighted to attend the opening of the wreath stand at the War Memorial Gardens and Remembrance Day Parade. It was wonderful to see such a large turnout from both the town council and community in general. Much credit goes to the town council in facilitating installation of the new stand and, as recognised in the speeches, Cllr Digby and the Planters Group, members of the Round Table and Town Council maintenance team in tidying the gardens to ensure an attractive setting.

I have been able to help Harleston Information Plus with a successful grant application for £300 from the 'Go For It' fund to reinstate their welcome bags. These are handed out to new residents moving into Harleston and the surrounding area and contain information tailored to their requirements.

South Norfolk Council are offering a Winter Pressures Grant for community organisations with projects that provide support during the winter period. This may be a warm space, Christmas hamper appeal or a new initiative that can evidence a need this winter.

South Norfolk Council agreed the sale of South Norfolk House, the old council offices in Long Stratton. In addition, the Chief of Staff will facilitate the establishment of a Long Stratton Community Centre Project Group involving representatives of local parish councils and other stakeholders. Finance of up to £50,000 with matched funding will be provided to develop a feasibility and site location study for a new community centre.

It has also been agreed to provide funds to purchase ten properties for families on the Afghan resettlement schemes, and for general use as temporary accommodation for South Norfolk residents who need additional support. South Norfolk Council will receive 40% of the cost of each home from central Government, but will then retain 100% of the asset, which is excellent value for money for our residents. This is part of the Government strategy to help Afghan nationals who supported our armed forces, and who settled here after the war ended. The aim is to support them into work and move into long term accommodation. The homes for local need will support families who are forced out of homes and risk being homeless.

I would like to congratulate Harleston's Future as they celebrate their tenth anniversary. The group arose from a community desire, and was established using South Norfolk Council funding. It is a credit to all those involved over the years that it continues to this day.

I am pleased to note the inclusion of nature recovery and biodiversity on the agenda for this evening and the appointment of a Councillor onto the Nature Recovery group to demonstrate continued support for this community deliverable initiative. I hope to report further on this, and other local nature recovery news, in the coming months.

I will hold my next surgery on 9 December at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 12:00. I hope to see you there.

Trevor

Appendix B

DISTRICT COUNCILLORS' REPORT – NOVEMBER 2023

Perhaps the most significant event at South Norfolk Council this month has been the behind closed doors emergency meeting to agree on the sale of South Norfolk House in Long Stratton. Without giving away too much sensitive information on what took place in this meeting there was at least one first in the council's history. A proposed amendment in support of the Community bid put forward by Long Stratton Town Council ended in a tied vote. Sadly, the amendment was ultimately defeated by the casting vote of the Council's Chairman but this should not mask the vote's significance or the importance of this year's District Council elections result. This is the first time in many years that the leadership of the council have truly been challenged and I believe that can only be good for the people of South Norfolk in the future.

What comes across to me in so many of my interactions with the people of Harleston, Needham and Wortwell is that there is a sense of individuals and communities being ignored or undervalued by various levels of government. I tend to agree with this as I believe that increasingly as a society we have stopped valuing people and there has become a tendency to treat individuals as little more than statistics. Unsurprisingly, the effect of this has been to treat individuals as a problem to be overcome rather than as people to be helped. This is a terrible shame and while I understand that finances and manpower is tight in local and national government that doesn't mean that more couldn't or shouldn't be done to assist people and communities. I certainly hope that, in my own small way, I can do some good in this regard.

Ironically, due to circumstances outside my control I will not be at Harleston Information Plus for my Councillor surgery this month but I will be there on the morning of Saturday December 23rd between 10 and 12 and I can still be contacted by email on James.Eddy@southnorfolkandbroadland.gov.uk

All the best,

James

Town Council – Progress Report – 20th December 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	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	Outstanding
Full Council	27 th September 2023 Item 8a	Pride in Place Funding	Clerk to apply for the 'Pride in Place' grant from South Norfolk District Council to undertake a feasibility study.	Town Clerk	ASAP	Ongoing
Full Council	27 th September 2023 Item 9b	Gold Standard Bus Stop	Clerk to advise NCC of the outcome.	Town Clerk	ASAP	NCC are compiling a briefing document with specifications to be presented to the Town Council at a future meeting. Ongoing
Full Council	27 th September 2023 Item 13	Street Lighting Reduction	Revisit when budgets are set	Town Clerk	Oct/Nov 2023	No further action required. Matter Closed
Full Council	25 th October 2023 Item 21	Parish Partnership Scheme	Clerk to initiate an application for the Parish Partnership scheme, aiming for 50/50 funding for the Market Place bollards as previously approved. 100% of the funds from the Community Reserve EMR348 will only be utilized if the application proves unsuccessful.	Town Clerk	December 2023	The Clerk has submitted the application and will provide a report on the outcome. Ongoing
Full Council	22 nd November 2023 Item 9b	4 year action Plan	Councillors to organise a meeting to discuss the plan, aiming to present a new draft to the Clerk before the December meeting.	All Councillors	December 2023	On agenda Matter Closed

Town Council – Progress Report – 20th December 2023

			The Town Clerk to include this on the December agenda.	Town Clerk		
Full Council	22 nd November 2023 Item 11a	Biodiversity Policy	Agreed for Cllr Harrison to draft the Biodiversity Policy	Cllr Harrison		Cllr Harrison booked on the Biodiversity Training in February 2024. Draft policy to be available for the next Executive meeting. Matter Closed
Full Council	22 nd November 2023 Item 11b	Biodiversity	Cllr MBA proposed that the presentation should take place at 6.30pm on the 20 th December 2023 subject to Mr. Carstairs' availability.	Town Clerk		Mr Carstairs confirmed his availability for the 20 th December 2023. Matter Closed
Full Council	22 nd November 2023 Item 12a	Car Park Donations	It was unanimously agreed that the Clerk would compose letters to all local businesses, requesting donations. Additionally, consideration would be given to revisiting a past initiative wherein businesses received a supportive window sticker as part of their contribution.	Town Clerk	ASAP	Letters composed for review by the Town Council Matter Closed
Full Council	22 nd November 2023 Item 15	Councillor Information	Cllr Hardy requested that the maintenance team visit the town sign on Needham Road and clear the overgrown hedgerow.	Operations Manager	ASAP	Emailed for OM and Cllr Hardy to meet on site 28/11/23 Matter Closed
Full Council	22 nd November 2023 Item 16	Correspondence	Cllr Hardy volunteered to meet with a representative for Needham Parish Council and report back to the council. The Clerk will provide the necessary contact details.	Cllr Hardy Town Clerk	ASAP	Action completed Cllr Hardy to report back to the Council. Matter Closed.



Redenhall with Harleston Town Council

RESERVES POLICY

22nd February 2023

Adoption Date 22nd February 2023
Date for review on or before March 2024

RERSERVES POLICY

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1 Purpose

The Council holds reserves for two main purposes:

- Earmarked Reserves - To provide funds for specific types of expenditure which are incurred infrequently rather than on an annual basis and therefore cannot be provided for in the annual budget. By setting aside funds each year for a period of time, a Reserve is built up which is available to meet the expenditure when it occurs, without distorting the budgeted cash flow for that year.
- General Funds - a working balance which provides a cushion against any temporary cashflow disruption

2 Guidance

The following guidance has been provided by JPAG – Joint panel on accountability & governance – in the publication “Governance and Accountability for Smaller Authorities in England” (the sections numbers correspond to the sections in this document). This document applies to “smaller authorities”, which are those where the higher of the gross income for the year and its gross expenditure for the year does not exceed £6.5 million.

5.31. *As with any financial entity, it is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day to day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.*

5.32. General Reserve

*The generally accepted recommendation with regard to the appropriate **minimum** level of a Smaller Authority's **General Reserve** is that this should be maintained at between three (3) and twelve (12) months **Net Revenue Expenditure (N R E)**.*

Net Revenue Expenditure (subject to any planned surplus or deficit) is effectively Precept\Levy less any Loan Repayment and/or amounts included in Precept\Levy for Capital Projects and transfers to Earmarked Reserves.

The reason for the wide range (3 to 12 months) is to cater for the large variation in sizes of individual authorities. The smaller the authority the closer the figure should be to 12 months N R E, the larger the authority the nearer to 3 months. In practice, any authority with an N R E in excess of £200,000 should plan on 3 months equivalent General Reserve.

In all of this it is important that each authority adopt, as a General Reserve policy, the level appropriate to their size and situation and plan their Budget so as to ensure that the adopted level is maintained. Changes in activity levels/range of services provided will inevitably lead to changes in the requisite minimum level of General Reserve in order to provide working capital for those activities.

5.33. Earmarked and Other Reserves

None of the above in any way affects the level of Earmarked and/or Capital Receipts Reserves (EMR/CRRs) that a authority may or should hold. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and intended purposes, and their level should be subject to regular review and justification (at least annually), and should be separately identified and enumerated.

Significant levels of EMRs in particular may give rise to enquiries from Internal and/or External Auditors.

3 Earmarked Reserves

The Council will establish an earmarked reserve for a type of expenditure where:

- It is expected that at some time in the future such expenditure may be required
- the expenditure is not expected to occur every year
- the sums required in the future are expected to be £1,000 or more

The Council will review the level of each earmarked reserve annually, during the budget setting process, to consider, for each earmarked reserve:

- Whether it can be justified that the reserve is still required
- Whether the level of the reserve is appropriate, or whether there should be an increase or decrease in the amount set aside
- This review will be carried out by the relevant committee, which will make a recommendation to the Council for approval

Earmarked reserves will be published on the Town Council website.

4 Community Infrastructure Levy (CIL) Reserves

The Community Infrastructure Levy is a charge on development within the area of any local planning authority in England and Wales which chooses to adopt it. A levy liability is triggered by planning permission for a development, and the levy starts to become payable from the commencement of the development. South Norfolk Council (SNC), as the Local Planning Authority, have adopted this charge.

Where CIL payments have been made within a parish a proportion, known as the "Neighbourhood Portion", will go to the relevant Local Council. This is 25% where there is an adopted neighbourhood plan and 15%, subject to a maximum of £100 per dwelling in any reporting year, elsewhere. This will be paid by the 28th October and 28th April for the receipts from the previous six month period

Local Councils can use the CIL revenues to support the development of their area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else which is concerned with addressing the demands that new development places on an area.

Any CIL revenues unused by the end of the financial year will be transferred to a CIL Reserve, which may be used in subsequent years only for the purposes set out above. Where the money paid to the Council has not been used within 5 years of receipt, SNC may recover the CIL receipts

5 Section 106 (S106) funds

These funds arise from a legal agreement between South Norfolk Council and developers seeking planning permission, which represents a financial contribution from the developers towards the demands which the development places on local services.

A portion of this contribution generated in Redenhall with Harleston may be made available by SNC to the Council, but the funds will be held by SNC and are not treated as a Reserve in the Council's accounts.

6 General Fund

The Council has Net Revenue Expenditure in excess of £200,000, as shown below. The Council will follow the guidance given in “Governance and Accountability for Smaller Authorities in England” section 5.32 which is that the General Fund should be maintained at 3 months Net Revenue Expenditure.

In addition, the Council will incorporate in the General Fund a Contingency of £40,000, to mitigate against the possible risk that the expenditure in the budget is under-estimated or income over-estimated. This could occur due to:

- The nationally negotiated pay rise being higher than the budget estimate
- General inflation being higher than the budget estimate
- Gym revenues being less than budgeted
- Major repairs being required, in excess of the available earmarked reserves

The Council, as part of the process of preparing the budget and setting the precept each year will estimate the resulting level of the General Fund at the end of the budget year, in order to ensure it remains above 3 month's equivalent of the NRE for the budget year plus the required contingency.

Redenhall with Harleston Town Council adopted the Reserves Policy

At the Town Council meeting held on ...22nd February 2023

Signed (Chair).....Cllr T Graham

Next Review is on or before March 2024

Redenhall with Harleston Town Council Action Plan 2023-2027
December 2023 Version 1

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
February 2024	To produce a Town Council Mission Statement	To improve the overall environment for the community.	Executive Committee to compile a draft for Town Council consideration.	Executive committee		
May 2027	Leisure Centre Building	To improve or update the facilities for community use on the existing site.	Secure a grant from SNDC to carry out a feasibility study including the engagement of architects, building professionals, financial advisors and consult with the community. Complete the project.	RwHTC, SNDC, NCC, Outside funding agencies	Clerk to complete the grant application.	
May 2027	Use of CIL and S106	To make the best use of the funds available	Explore funding options with outside agencies.	RwHTC, SNDC and other identified agencies.	Not specified	
Start January 2024-May 2027	Councillor Surgeries	To improve engagement with the local community	Establish monthly Saturday surgeries at HIP (Harleston Information Plus) with each Councillor attending one month per year, and the Clerks in the twelfth month. The Chair or the Vice Chair will attend monthly to provide additional support	All Councillors and Clerks	HIP is available on the third Saturday of each month free of charge. The Clerk to provide a pack for each month to be completed. Any answered questions can be brought to a committee or the Town Council.	
Start January 2024-May 2027	Marketplace and Recreation Ground	To review and produce a plan of events to take place on the Marketplace	1. A calendar of events to be held on a yearly basis.	Clerks & Councillors		

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
		and the Recreation Ground each year				
Start April 2024 – May 2027	Speed Watch	Set up a Speed Watch team	Six volunteers from the community to work with the police. Liaise with the police regarding documentation that is needed.	Clerks, Councillors, Police, Volunteers	Collate a marketing plan to advertise to the local community.	
Start January 2024 – May 2027	Emergency/Flooding Plan	To create an emergency plan for the town	Working party to collate an emergency plan for approval at Town Council	Clerks, Councillors – Working Party, Jenny Bloomfield - SNDC	Consult with the residents. Create a basic plan to be obtained, contact locals that may be able to help at times of emergency (e.g., farmers, nurses, doctors, etc.). Communicate the plan to the public via posters, website, and social media.	
Start January 2024 – May 2027	Youth Council	To engage the youth in the community	Initially engage with the local schools. Contact other local councils with successful Youth Councils. Liaise with the Scout Association and Girl Guiding Association for input. Liaise with Exchange 2.	Clerks, Councillors, Youth Organisations		
To be completed	Review of Signage in Town	To identify the need to improve signage in and around the town and work with NCC to	Create a working party of councillors and residents to identify areas that are lacking signage. Create a	Working party, Clerks, NCC	Consult with the residents.	

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
by May 2027.		achieve desired outcomes	list of locations and suggested signage. Contact NCC to make suggestions and improvements for existing and potential signage. Implement the plan.			
Start April 2025- Complete by April 2026	Review of the Neighbourhood Plan	To review the plan and ensure that it is fit for purpose.	Form a working party (Planning Committee) to review the plan with representatives from SNDC. Feedback outcomes to the town council and agree on any actions that may arise.	Clerks, Planning Committee, Richard Squires - SNDC	Initial meeting to be held with SNDC to discuss how the plan is working.	
May 2027	Town Twinning	To investigate the benefits of Town Twinning status	Form a focus group including councillors and residents to investigate the Town Twinning process.	Clerks, Councillors, Residents	Not specified	

The Horizon Centre, Broadland Business Park, Peachman Way,
Norwich, NR7 0WF
Tel 01508 533633 / 01603 430509 Text phone 01508 533622
Freephone 0800 3896109
Email planning@southnorfolkandbroadland.gov.uk
Website www.southnorfolkandbroadland.gov.uk



Applicant

Harleston Town Council Clare Crane
Memorial Leisure Centre
Harleston
Norwich
Norfolk
IP20 9DD

DECISION NOTICE

Town and Country Planning Act 1990

Reference : 2023/3260
Application Type : Change of Use
Applicant : Harleston Town Council Clare Crane
Location : Memorial Leisure Centre Wilderness Lane Harleston Norfolk IP20 9DD
Proposal : Proposed use of recreation ground to run up to three car boot sales between March and November for a two year period (2024/2025)
Date of Decision : 12 December 2023

Permission is granted for the carrying out of the development referred to above in accordance with the application and plans submitted **subject to compliance with the following conditions:**

1. The development hereby permitted shall be carried out in accordance with the application form, plans and drawings and other documents and details received as listed below :

Location plan submitted 07 November 2023

Reason for the condition

For the avoidance of doubt and to ensure the satisfactory development of the site in accordance with the specified approved plans, as required by the Spatial Vision and Spatial Planning Objectives of the Joint Core Strategy and the South Norfolk Local Plan Development Management Policies Document 2015.

2. The hours of operation of the use hereby approved shall be limited to 09:00 hours to 14:00 hours. The site shall not be open for sales to members of the public who are not sellers or stall-holders before 10:00 hours or after 13:00 hours.

Reason for the condition:

To allow the use on a temporary basis and to allow the Local Planning Authority to retain control over the site in accordance with the South Norfolk Local Plan.

3. The car boot sales hereby permitted shall only operate at weekends (Saturdays / Sundays) and shall be limited to 3 car boots per calendar year between March and November during 2024 and 2025.

Reason for the condition:

To allow the use on a temporary basis and to allow the Local Planning Authority to retain control over the site in accordance with the South Norfolk Local Plan.

Informatives

1. The Local Planning Authority confirm it has taken a positive and proactive approach to reach this decision in accordance with the requirements of the National Planning Policy Framework

This permission refers only to that required under the Town and Country Planning Act 1990 and does not include any consent or approval under any other enactment, bylaw, order or regulation and specifically any consent required under the Building Regulations 2010 (as amended). The attached notes for applicants are also part of this decision notice.



Assistant Director - Planning

How did we do? Let us know your feedback on the service you received.

<https://www.smartsurvey.co.uk/s/CSANew2021/>

Decision Notice & Notes Attached

Approved Plans:

The Council's approval is only for the details shown on the plans originally submitted or, if amended, as listed on the decision notice. If you wish to change the approved plans in any way, please contact Planning Services quoting the application reference number to check if the changes would be acceptable. In some case/s, a fresh application for approval will be required for the proposed changes. You should not change the approved plans and start work until the proposed changes are approved by the Council.

Conditions of Approval:

If the Council's approval is subject to conditions, you must ensure that any action required, including the need to obtain the Council's further approval for items such as landscaping details or materials to be used, is taken before work commences.

The Council has the power to take action to force compliance with the approved plans and/or the requirements of any conditions attached to the decision notice. Any failure to carry out work strictly in accordance with the approved plans and/or any conditions may result in the work having to be removed or changed.

Commencement of Work

Before work starts on the proposal, please ensure that all pre commencement conditions have been complied with. If the development is liable for the Community Infrastructure Levy (you should have received a Liability Notice), it is essential that you submit a Commencement Notice and Assumption of Liability Notice. Failure to do so could result in the loss of any exemptions which have been granted and result in payment being due immediately and subject to a 20% surcharge.

Information relating to appeals against the decision of the Local Planning Authority.

If you are aggrieved by this decision to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

Time periods to submit appeal

If the application relates to minor commercial development (as defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015) this should be submitted with **12 weeks** of the date of this notice

If the decision relates to the same or substantially the same land and development as is already the subject of an enforcement notice, any appeal must be submitted within **28 days** of the date of this notice

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against the decision on your application, then you must do so within: **28 days** of the date of service of the enforcement notice, or within 6 months of the date of this notice, whichever period expires earlier.

In all other cases the appeal should be submitted within **six months** of the date of this notice.

If you intend to submit an appeal that you would like examined by inquiry then you must notify the Local Planning Authority and Planning Inspectorate (inquiryappeals@planninginspectorate.gov.uk) at least 10 days before submitting the appeal. Further details are on GOV.UK

The Secretary of State can allow a longer period for giving notice of appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State need not consider an appeal if it seems to the Secretary of State that permission for the proposed development could not have been given by the Council or could not have been given without the conditions imposed having regard to the statutory requirements, to the provisions of the development order and to any directions given under a development order and to any directions given under a development order.

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Appeals can be made online at <http://www.gov.uk/planning-inspectorate> If you are unable to access the online appeal form, please contact the Planning Inspectorate to obtain a paper copy of the appeal form at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN or tel no. 0303 444 5000

Purchase Notices

If permission to develop land or carry out works is refused or granted subject to conditions, whether by the Council or by the Secretary of State for the Environment, the owners of the land may claim that the land has become incapable of reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve on the Council a purchase notice requiring the Council to purchase his interest in the land in accordance with the provisions of either Part VI of the Town and Country Planning Act 1990.



After Planning comes Building Control

Building Control is a statutory requirement on the vast majority of building projects (including internal alterations and conversions) irrespective of whether planning permission has been required or not.

It is the process of ensuring projects are completed in accordance with the building regulations and exists to ensure that the safety and well-being of any person is not compromised by changes or work that takes place.



CNC Building Control can help in numerous ways, including:

- Technical input and pre-submission advice
- Guidance on applying for and registering an application
- Becoming part of your design team
- Ensuring projects are completed timely and to budget, including providing advice and guidance on related facets such as energy reports, acoustic issues, air tightness testing and fire strategy.

In essence, CNC will support you through your project from pre-planning and commencement all the way to project completion and issuing of certification.

For more information or to obtain a quotation, please use one of the following:

Email – quotations@cncbuildingcontrol.gov.uk

Phone – 0808 168 5041

CNC Building control provides the statutory building control functions for the Local Authority areas of Kings Lynn and West Norfolk, Fenland, South Norfolk, Norwich City, and Broadland.



**Borough Council of
Kings Lynn &
West Norfolk**



**Fenland
Local Authority
Fenland District Council**

