


WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND –NOTICE IS HEREBY GIVEN THAT THERE
WILL BE A PLANNING LIGHTING & HIGHWAYS COMMITTEE
MEETING to be held on TUESDAY 4th July 2023 in the COUNCIL OFFICES
COMMENCING at 6.00 pm

AGENDA

1	Apologies for absence.	
2	To receive declarations of Interest.	A
3	To resolve that the minutes of the Planning Lighting & Highways Committee meeting held on 20 th June 2023 are a correct record.	B
4	To receive an update about progress of items arising from the meeting of the Committee held on 20 th June 2023 / previous meetings.	
5	Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.	
6	To consider Planning applications – attached.	C
7	To consider any ‘Parish Partnership’ scheme with Norfolk County Council	D

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT


T B Gurney
Town Clerk
27th June 2023

Committee Members

Cllr. Frostdick	Cllr. Nuri-Nixon	Cllr. P Barrett
Cllr. Perry	Cllr. J Barrett	

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

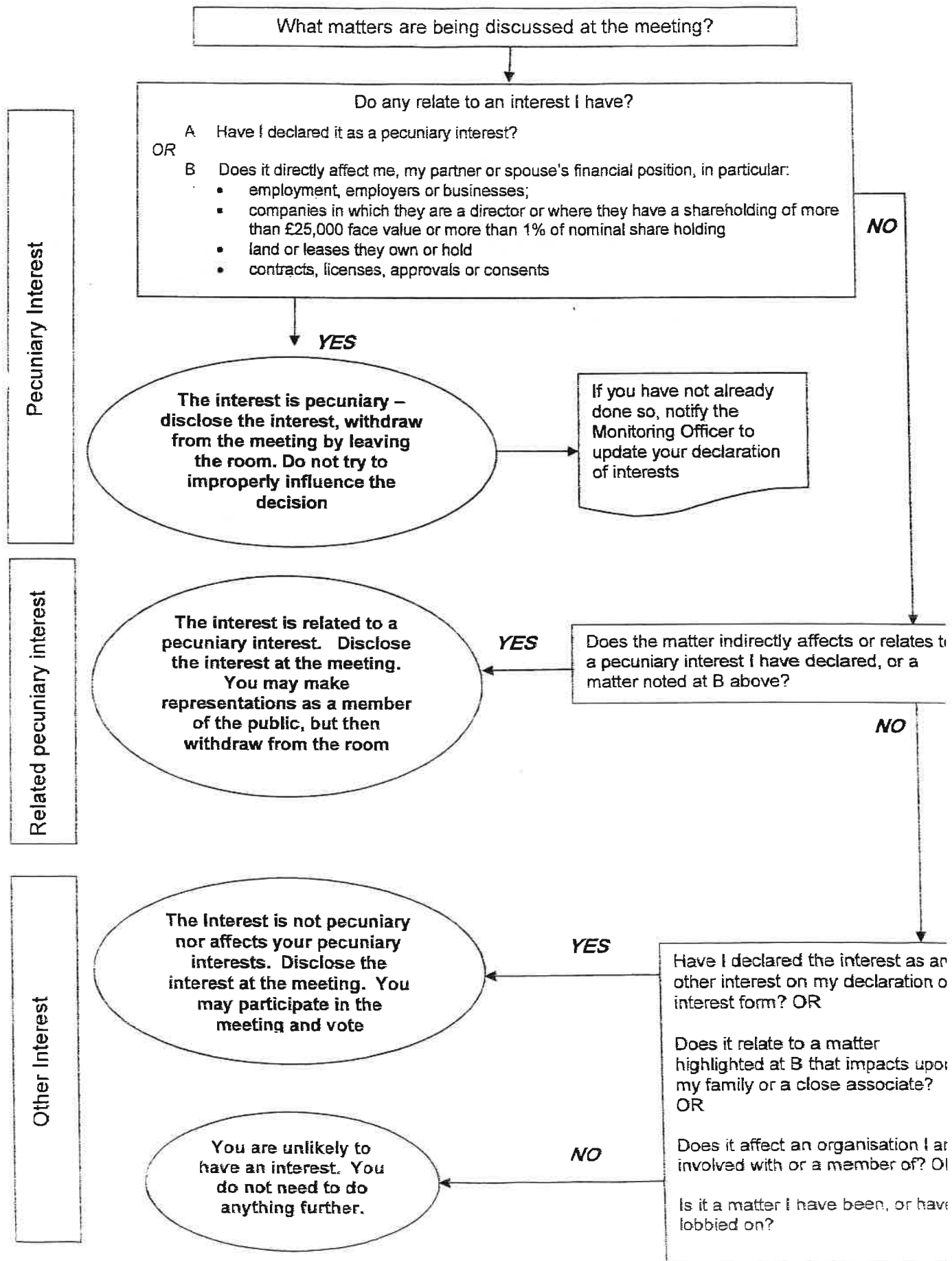
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE
PLANNING LIGHTING & HIGHWAYS COMMITTEE held
on 20th June 2023 commencing at 6.00 pm in the Council Offices.

Cllrs.	R Frosdick (Chair)
	J Barrett
	S Nuri-Nixon
	P Barrett
	A Perry

Also Present 0 member (s) of the public

PL051/23	<u>APOLOGIES FOR ABSENCE</u> – None.
PL052/23	<u>DECLARATIONS OF INTEREST</u> – None.
PL053/23	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. J Barrett and seconded by Cllr. Perry the minutes of the meeting of the Planning Lighting & Highways Committee on 30th May 2023 were unanimously approved and signed by the Chairman as a true record.
PL054/23	<u>PROGRESS UPDATE</u> : None.
PL055/23	<u>ITEMS RAISED BY MEMBERS OF THE PUBLIC</u> : None.
PL056/23	<u>PLANNING APPLICATIONS</u> These are shown separately.

(The meeting closed at 18.14 pm)

DATED.....day of2023

SIGNED.....(Chairman)

WYMONDHAM TOWN COUNCIL
PLANNING APPLICATIONS DISCUSSED AT A
PLANNING LIGHTING & HIGHWAYS COMMITTEE MEETING
HELD ON 20th June 2023 at 6.00 pm

1	2023/1369	Land To the Rear Of 57 Norwich Common	Outline planning permission for a dwelling with associated access, scale and landscaping.	Approved subject to resolving issues over Nutrient neutrality and felling of trees.
	Extensions			
2	2023/1403	17 Park Lane	Raising of eaves and additional floor and conversion of workshop to residential use.	Refused out of keeping with street scene, issues of overlooking adjacent property, overdevelopment of site and concerns over asbestos removal.
	Other			
3	2023/1430	Flint Barn Wramplingham Road Downham Norfolk NR18 0SB.	Conversion of garage to annexe	Approved
4	2023/1492	Poplar Farm Silfield Street Silfield.	Replacement dwelling and detached garage.	Approved. An enhanced landscaping scheme should be agreed.

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	Extensions			
1	2023/1576	275 Norwich Road	Front and rear two storey extension with internal alterations.	
2	2023/1663	11 Peacock Chase	Construction of porch to side elevation.	
	Other			
3	2023/1575	30 Sutton Drive	Install new ground floor window (South East elevation).	
4	2023/1555 (LBC)	12 Bridewell Street	Internal works including removal of internal partition wall and chimney breast, replacement wall finishes including new insulation. Works to floors, replacement of sash windows with French Doors and rebuilding of chimney stack. Replace external doors.	
5	2021/2531	Forest School For Life Silfield Street Silfield	Variation of conditions 2 and 10 of 2018/2738 - amend layout to remove designated emergency vehicle parking (condition 2) and to extend operating hours of the forestry school from 07.30 to 17.30 Monday to Friday until 07.30 to 18.00 Monday to Friday and also to allow personal recreation use of the site outside of these hours (condition 10).	

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

Local Members

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

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

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

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

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

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

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

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

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

What sort of schemes would be acceptable?

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

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

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

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

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

Schemes which will not be considered

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

Information you must include in your bid

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

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

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

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

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

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