


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 6th AUGUST 2024 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 16th July 2024 are a correct record.	B
4	To receive an update about progress of items arising from the meeting of the Committee held on 16th July 2024 / previous meeting	
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	Parish Partnership Scheme	D

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT


T B Gurney
Town Clerk
30th 2024

Committee Members

Cllr. Frosdick	Cllr. Broome	Cllr. P Barrett
Cllr. Perry	Cllr. J Barrett	

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

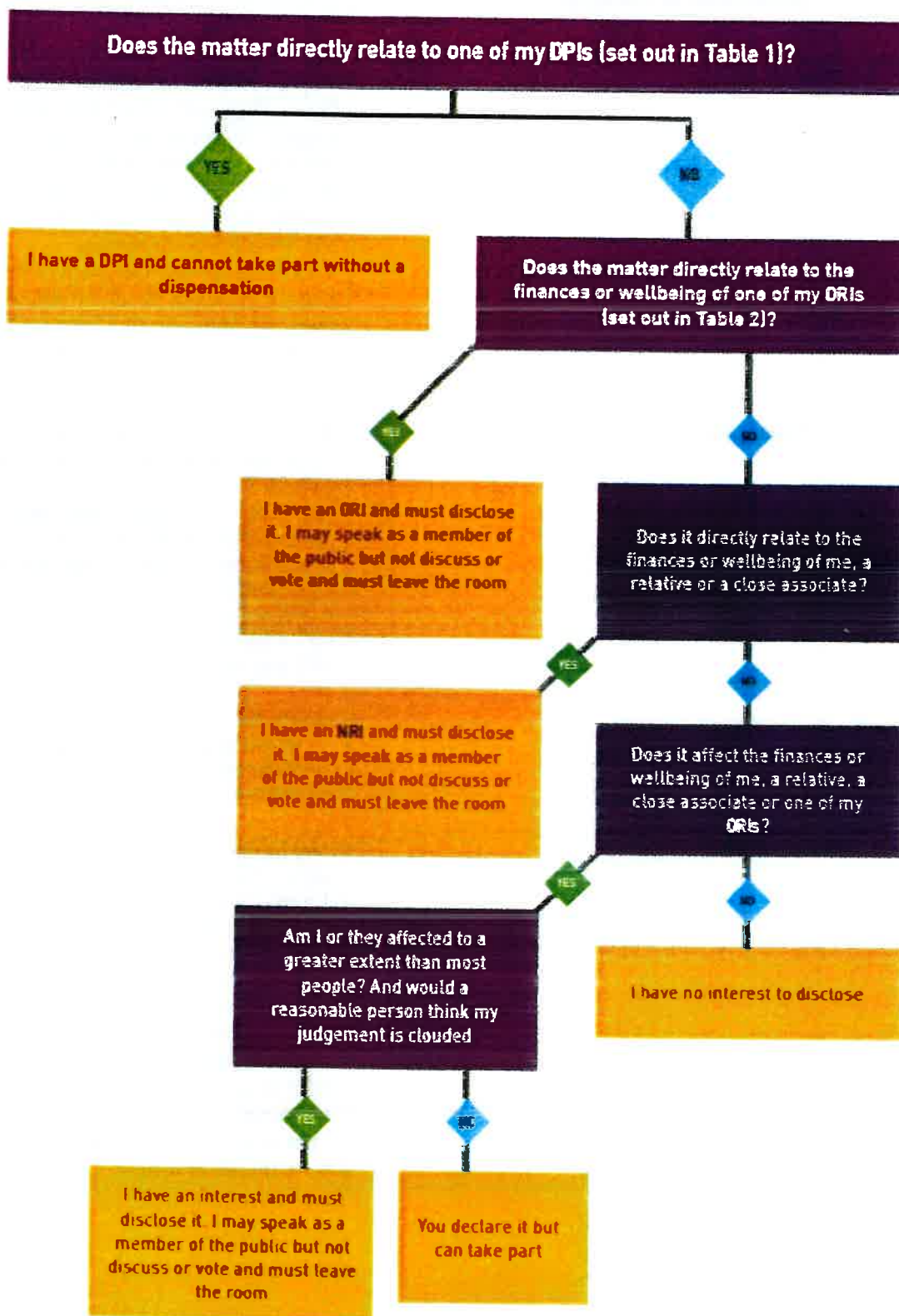


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL
 MINUTES OF A MEETING OF THE
 PLANNING LIGHTING & HIGHWAYS COMMITTEE held
 on 16th July 2024 commencing at 6.00 pm in the Council Offices.

Cllrs.	P Broome
	R Frosdick (Chair)
	A Perry
	P Barrett

Also Present	0 member (s) of the public
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PL073/24	<u>APOLOGIES FOR ABSENCE</u> – Cllr. J Barrett.
PL074/24	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. P Barrett – Planning application – 2024/0817 – member of objector (Greening Wymondham) – Not lobbied.
PL075/24	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Perry the minutes of the meeting of the Planning Lighting & Highways Committee on 2 nd July 2024 were unanimously approved and signed by the Chairman as a true record.
PL076/24	<u>PROGRESS UPDATE:</u> Cllr. Perry – planning application 2023/2007 – visited applicant to give advice on outstanding issues.
PL077/24	<u>ITEMS RAISED BY MEMBERS OF THE PUBLIC:</u> None.
PL078/24	<u>PLANNING APPLICATIONS</u> These are shown separately.

(The meeting closed at 18.14 pm)

DATED.....day of2024

SIGNED.....(Chairman)

WYMONDHAM TOWN COUNCIL
PLANNING APPLICATIONS DISCUSSED
AT A PLANNING LIGHTING & HIGHWAYS COMMITTEE MEETING
held on 16th July 2024 at 6.00 pm in the Council Offices

1	2027/1758 (Amended Plans)	Land Off Frogshall Lane And Westgate	Notification for Prior Approval for a proposed change of use and associated building works of agricultural buildings to a dwellinghouses (QA and QB).	No comment awaiting more information/reports & full planning application.
2	2024/1919	5 Salvia Close	Proposed single storey rear extension, extending 3.00m from the rear wall of the original dwelling house, with a maximum height of 3.60m and an eaves height of 2.35m.	Approved
	Extensions			
3	2024/1807	11 Fiona Close	Single storey rear extension with pitched roof and cladding to part front elevation.	Approved
	Other			
4	2024/1814	Little Dykebeck Farm Dykebeck	Retrospective application for change of use from Agricultural storage to part storage/ equestrian use. With installation of toilets.	Approved
5	2024/1819	7 Back Lane	Remove blockwork from rear pedestrian access opening, erect new gate and improved roof support to existing garage.	Approved subject to views of Conservation Officer.
6	2024/0759 (Amended Plans)	1 Chandlers Hill	Partial removal of front wall.	Approved subject to views of Conservation Officer.
7	2024/0817 (Amended Plans)	Car And Lorry Park Ayton Road	Erection and siting of fibre exchange telecommunications infrastructure to provide a full fibre (gigabit) to the	Refused 1) Inappropriate position of building, noise levels from air

			premises service.	conditioning units. 2) Poor design – out of character, visually intrusive. 3) Poor screening and impact on bio-diversity of nearby orchard.
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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 8th AUGUST 2024 in the COUNCIL OFFICES COMMENCING
at 6.00 pm

1	2024/1999	Land off London Road	7 New dwellings	
2	2024/1504 (Amended)	Communications Station Rear Of Grove Farm Tuttlles Lane	Proposal: Upgrade of telecommunications base station, comprising the removal of the existing 17.3m high monopole mast and replacement with minor change in location of a 25.32m high monopole mast (height to top of headframe), associated 6 no. antennas and radio units, associated relocation of other operator's antennas and dish antenna onto the headframe, together with ancillary works (upgraded radio equipment to be housed within the existing equipment cabin).	
3	2024/1877	St Marys Becketswell Road	Erection of timber pre-fabricated, single storey granny annexe, for ancillary use to the main dwelling.	
	Extensions			
4	2024/1882 2024/1883 (LBC)	12 Bridewell Street	Erection of two storey and single storey rear extensions with alterations and solar panels to rear elevation.	
5	2024/1895	17 Warwick Drive	Demolish conservatory and erect flat roof rear extension.	
	Other			
6	2024/1862	Land To The North And South Of Rightup Lane	Variation of condition 2 of 2020/2434 - change to location of paths, play equipment and recreational space to ensure protection and retention of woodland and vegetation.	
7	FUL/2024/0020 (NCC)	Wymondham High Academy, Folly Road.	Enabling works to support future expansion at Wymondham High Academy, including revised kerb lines to create temporary construction access, new gates and fencing, removal of existing speed bump and replacement of gates,	

			fencing and signs which are to be removed.	
8	2024/1815	91 Norwich Road	Extend existing vehicle parking area into garden of 93a Norwich Road	
9	2024/2074	34 Gaynor Close	Replace rear boundary wall with brick plinth, piers and fencing panels.	

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

: Local Members

Your Ref:
Date: July 2024

My Ref: HI/12/GEN/DH/DN
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 2025/26. 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 6th December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs 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 2025 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)
- 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 now live (click on [this link](#))

Continued .../

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, frontages 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. If you need further information on the bid process please state in your email that you would like a call back. 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 2025/26

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:			