

Dear Councillors, you are summoned to attend a meeting of Loddon Town Council, to be held in the Hollies Rear Hall, High Street, Loddon on Wednesday 10 June 2026 at 7.00pm

Members of the public are welcome to attend in person and will be provided an opportunity for public participation under *Public Forum*.

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded.

Signed: *Emily Curtis* (Town Clerk)

Dated: 3 June 2026

AGENDA

1. **Welcome and meeting etiquette (note if anyone wishes to record the meeting)**
2. **To receive and consider apologies for absence and consider accepting them**
3. **To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
4. **To approve as a correct record, the Minutes of the meeting held on the 13 May 2026**
5. **Public Forum**
 - 5.1: County/District Councillor Kay Mason Billig
 - 5.2: District Councillor Jeremy Rowe
 - 5.3: Public Forum
6. **To receive reports from Council** (previously circulated for info and taken as read)
 - 6.1: Chairman's Report
 - 6.2: Councillors' Reports (including Outside Representative Roles)
 - 6.3: Clerk's Report
 - 6.4: Administration and Allotment Officer's Report
 - 6.5: Parish Warden's Report
 - 6.6: Data Protection Matters
 - 6.7: Biodiversity Warden's Report
7. **To receive the Finance and Governance Report**
 - 7.1: To receive the Bank Reconciliation to 31 May 2026
 - 7.2: To receive a progress report on the 2026/27 budget
 - 7.3: To approve accounts for payment in accordance with the budget
 - 7.4: To consider any small grant applications received
 - 7.5: To receive and note the Internal Audit report for the Year Ended 31 March 2026
 - 7.6: To note the Annual Governance Statement 2025-26
 - 7.7: To note the Accounting Statement 2025-26
 - 7.8: Notification of commencement dates for the exercise of public rights
 - 7.9: To consider the movement of CIL funds to CCLA
 - 7.10 To consider quotes for Cyber Insurance
 - 7.11: To consider quotes for replacement steps at Broadland Meadow
 - 7.12: To review the actions from the Norfolk Market Towns Conference
8. **Planning** (*Please see the Planning Schedule (attached to the minutes) for all applications*)
 - 8.1: To consider a response to planning applications received from South Norfolk Council

- 2026/1348 - 8 George Lane, Loddon - two storey rear extension including treatment room and annex conversion

8.2: To note decisions on planning applications by South Norfolk Council

8.3: To consider planning applications received from Broads Authority

8.4: To note decisions on planning applications by the Broads Authority

9. Public Open Space, Assets and Highways

9.1: To consider the improvements to the parking enforcement provision in Loddon

9.2: To consider and approve the draft governing document, propose a name for the Charitable Incorporated Organisation (CIO), and to consider instructing a building surveyor to survey the Hollies

9.3: To receive an update on the transfer of ownership of the Staithe toilets to LTC

9.4: To consider additional information relating to the bus stops on Beccles Road

10. To consider youth provision in Loddon

11. To receive updates

11.1: Loddon & Chedgrave Playing Field Committee (and Tennis Subcommittee)

11.2: Finance and Governance Committee

11.3: Love Loddon Community Group

11.4: Chet Valley Community Larder

11.5: Personnel Committee

11.6: Events Working Party

11.7: Jubilee Hall – Loddon

11.8: South Norfolk Council – Pyes Mill and The Staithe

11.9: Sam2 reports

11.10: Church Council Liaison

11.11: Loddon Traffic Review Working Party

12. To consider correspondence received and determine a response if required

13. To consider any items for a future agenda

14. Date of next full Council meeting: Wednesday 8 July 2026 at 7.00pm. Hollies Rear Hall. (Agenda items to Clerk by the 30 June 2026).

15. Exclusion of public and press: To consider excluding members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A ss 1) & 2)

Biodiversity Warden Report June 2025

Black Poplar.

Planted in 1998 by Andrew Milner, the then Loddon Tree Warden, this tree is now a beautiful specimen. There were, I believe, 3 saplings planted at Pye's Mill, at the time but only this one remains. There had been a programme at Eastern College, to propagate a number of male native Black Poplars from cuttings taken from one of the remaining rare specimens in the county. Tree wardens at the time were asked to find sites for these and along with this one, several others were planted around our area. Many others of these trees still remain and hopefully, along with other insects, will help support the increase of Poplar Hawk Moths, whose caterpillars feed on the leaves.

I just thought this information might be interesting.

I took the attached photo from the other side of the river so that it can be seen in full glory.



People's Emergency Briefing.

A meeting was held at Poringland. Unfortunately I was ill and could not attend. Reports are that it was attended by over 70 people. Extremely graphic pictures of the plight of the environment and much discussion followed. Hopefully the word will spread.

Loddon Woodland Project.

The woodland was officially opened but, as I had another event elsewhere, I could not attend.

I understand that paths are to be kept clear and that a display board and benches, for quiet contemplation, have been added. Hopefully, the hedging that was planted as a sound barrier on the inside of the new boundary fence will not have suffered during the recent hot weather.

I am looking forward to seeing results of wildlife surveys this coming summer and autumn.

Grass Cutting.

I was sorry to see that Saffron have cut their grass areas this spring. I understand that residents object to any spaces being left to grow, as they think it appears untidy. However, I cannot stress enough the need for 'wild spaces'. The loss of invertebrates is becoming more apparent each year as 'tidying' becomes the norm and our wildlife is under serious threat.

Hockey Field Pond.

I am pleased that this area was discussed at the previous council meeting and the hedge, that was planted in the winter of 2010 for wildlife cover, is now to be managed in a more sympathetic way. The pond has recently had more water in than of late and hopefully this site can be improved as part of the biodiversity, as we go forward.

Chairman's Report – June 2026

Thank you to Mervyn for his 12 months in the Chair, he's a tough act to follow and is already proving that you don't need to be chair to get your voice heard!

Thank you for putting your faith in me as chair of Loddon Town Council, I will endeavour to do justice to the role

So far my first month has been relatively quiet.

I have met regularly with the Clerk and RFO.

I was very happy to help, in a small way, the Love Loddon group on Sunday 17th May and have to say that already the planters and towers are looking spectacular with the new colour scheme. It is incredible how many volunteers turn out time after time to give their support. Julie does a fantastic job organising and planning behind the scenes as well as leading on the day.

I was privileged to officially open the Warren Hills Woodland on 20th May and it was gratifying to see so many councillors, members of the public, children and teachers from Loddon Primary School and supporters from South Norfolk council. It was my first public appearance as Chair and I was very grateful for Kay's presence and immense experience when the cameras were pointed at us and she expertly led the way. Special thanks to Kerry who has invested much time and energy into the project.

On Wednesday 3rd June I helped set up the South Norfolk Community Engagement Van in Church Plain car park. We got the following note from Emma who was there on the day

"I just wanted to thank you again for helping me set up this morning Ian, much appreciated.

I appreciate the town council's support today. I do apologise we had to clear up slightly earlier as my pack down person needed to return for childcare. We had some impactful conversations and offered support today."

On Saturday 13th I shall be helping at the church fete, where we have a Council stall and I have been invited to judge the fancy dress and give out the prizes, I hope they have hoovered the red carpet!

Clerk's Report – June 2026

Meetings attended

13/5/26	Full Council Meeting
19/5/26	Training - First Aid
20/5/26	Warren Hills Official Opening
27/5/26	Tennis Club Subcommittee Meeting
3/6/26	SNC Help Hub in Loddon
8/6/26	Youth Provision Meeting with SNC

Future meetings

10/6/26	Full Council Meeting
11/6/26	Training - AI & The Future of Local Councils
13/6/26	Holy Trinity Church Fete
24/6/26	L & C PFC Meeting

Report

Area	Issue	Notes
Library Annexe		
	Gas Supply - bonding	13/5/26 – gas bonding COMPLETED.
Hollies	Proposed CIO	14/10/25 – CIO objectives sent to LBPT. 22/10/25 - Requested covenants.
		5/1/26 - LBPT replied with update and a proposed date for extra ordinary meeting (EGM).
		5/2/26 – copy of nursery lease, condition report and land registry documents received. 16/3/26 – LBPT holding EGM. 8/4/26 – LBPT passed resolution to pass Hollies and assets to LTC's CIO. 8/6/26 – CAN have prepared draft governing document.
Highways		
	Parish Partnership Bid 25/26	1/12/25 - Bid submitted for bollards around Old Hockey Field entrance. 6/3/26 – bid approved. 8/4/26 – design to council meeting for approval. 21/4/26 - Meeting with LUFC reps to discuss plans 21/4/26 – Proposed revisions sent to NCC. 14/5/26 – Revised plans approved and waiting for reduced invoice from NCC.
	Bus Shelter Scheme replacement scheme on High Bungay Road	19/11/25 - NCC invoiced and contractor instructed. 8/4/26 – funds received from NCC and instructor chased for install date. 30/4/26 – proposed install date of 1 / 2 June 2026.

		PROJECT COMPLETE
	Church Plain Trip Hazard	3/9/25 - Chased Highways Engineer. 7/11/25 – reminder to Highways Engineer sent. 21/11/25 – Highways Engineer reviewed issue.
	NCC A146 streetlights	12/11/25 – Cllr KMB has said that NCC will not turn the lights back on. 19/1/26 – NCC communicated further to say that trial is continuing. 30/3/26 – LTC replied requesting that junction lights be removed from the trial.
	NCC X2 Bus Shelter	04/2/26 – NCC confirmed that they would contribute 80% of the costs. 14/1/26 – LTC resolved to finance an additional shelter via NCC grant scheme. 1/2/26 – grant approved and shelter ordered. Waiting for install date.
	NCC George Lane Pedestrian Crossing (raised table to reduce speed)	4/9/25 – requested update from NCC. 5/11/25 – NCC replied to say with Directors.
	NCC George Lane TRO	10/6/25 - We have worked up a design brief which will be sent up to the Network Team later this week. 12 to 18 months for a traffic scheme that involves a TRO. 5/11/25 – still with NCC's Legal Team.
	NCC George Lane roundabout ownership	4/9/25 – requested update from NCC. 5/11/25 - With NCC Directors.
	Beccles Rd Bus Stops	11/11/25 – email from First Bus advising of new locations 21/11/25 - LTC responded to First Bus 3/12/25 – First Bus responded. 8/1/26 – NCC sent details of proposed stops. 12/3/26 – replied to consultation. 8/6/26 – further information received and circulated to LTC (June agenda)
	Sam2	25/11/25 – Sam2 volunteer resigned. Letter sent thanking volunteer. 5/1/26 – Sam2 and accessories returned. 8/6/26 – Cllrs received training on installation of Sam2.
	Parking Enforcement	4/12/25 - SNC emailed 9/1/26 – response received. 4/2/26 – LTC requested additional info from SNC. 8/4/26 – requested parking enforcement on the High Street between the Hollies and Boots. 8/4/26 – LTC requested that this is standing item on agenda.
	Church Plain	22/1/26 - SNC replaced some of the rotten barriers and low-level fencing

		<p>05/2/26 – LTC contacted SNC regarding the poor quality of the work.</p> <p>13/2/26 – SNC reported that work has been inspected and is now complete.</p> <p>17/3/26 – reported rotten bollards (War Memorial) to SNC.</p> <p>8/4/26 – informed SNC that one of the bollards at War Memorial has fallen over.</p>
	Reinstatement of Footpath (High Street to Mill Road Footpath)	<p>1/5/25 - NCC informed us that Order was Made.</p> <p>3/2/26 – NCC informed us that landowner objected to Made Order.</p>
Planning		
	Land West Garden Court	<p>10/9/25 – extension requested from NCC and added to September agenda.</p> <p>11/9/25 – objection sent.</p> <p>11/9/25 – District Cllr KMB called in to SNC Committee.</p> <p>6/11/25 – District Cllr JR investigating.</p> <p>27/11/25 – response from SNC. No enforcement action to be taken on outstanding condition for public open space.</p> <p>04/2/26 – email sent to SNC.</p> <p>7/4/26 – reply from SNC.</p> <p>13/5/26 – LTC resolved to apply for ACV.</p>
Staff		
	Training	
	CAN Charity Training for LTC	Training included in CAN proposal. Date to be booked.
	Full Council Training	Booked for 21 October 2026
	First Aid Training	Completed by staff on the 19 May 2026
Staithe		
	Transfer of Ownership	<p>SNC have granted 50% of legal costs (£625.50).</p> <p>5/2/26 – draft transfer document received.</p> <p>27/2/26 – 12.8.3 regarding ownership and maintenance of SNC’s water tap clarified.</p> <p>16/4/26 – Land registry map sent to solicitors.</p> <p>5/5/26 – sent chase.</p> <p>8/6/26 – SNC confirmed all queries resolved at their end.</p>
	Staithe Toilet Vandalism	<p>14/9/25 – Flooring damaged in men’s toilet by electric scooter. Reported and CCTV sent to Police.</p> <p>17/3/26 - Insurance claim submitted for repairs to Men’s flooring.</p> <p>1/4/26 – contractor quotes being obtained.</p> <p>8/6/26 – flooring replaced and insurance have reimbursed less excess.</p>
	Staithe Toilet - shower	8/6/26 – Replacement shower to be installed asap. Flooring also to be replaced.

	Staithe Toilet - collision	26/5/26 – CCTV shows vehicle damaging windowsill at staithe. Reported to van rental company.
	SNC moorings - tap	16/9/25 – reported tap leaking again 24/09/25 – SNC turning tap off and replacing. 27/10/2 - SNC have ordered replacement tap and will be installed in due course. 5/11/25 – Parish Warden informed SNC that he has isolated the connection as there is high usage even though tap has been removed indicating a leak. 05/2/26 – SNC chased for an update. 6/3/26 – SNC confirmed that they are working to replace pipe. 7/5/26 – SNC reassured LTC that the works are proceeding but there have been complications. 1/6/26 – sent chase on tap to SNC.
Public Open Space		
	In Bloom Project	6/3/26 – SNC invited LTC to apply. 8/4/26 – LTC resolved to proceed with bid. 16/4/26 – LTC applied. 6/5/26 – SNC approved bid. 8/6/26 – replacement flower towers and containers ordered.
	Warren Hills Woodland	10/7/25 – remote meeting with SNC. 21/7/25 - Informed we had passed first stage 13/8/25 – meeting with Target Trees 20/8/25 - Application submitted 5/9/25 – formal decision notice received approving bid. 8/10/25 – LTC to consider project delivery. 13/11/25 – site meeting with Target Trees. 4/12/25 - Both Hales Fencing and Target Trees booked for January 2026. 9/1/26 – Parish Warden met with both contractors to coordinate works. 21/1/26 - Target Trees undertook phase 1 of scrub clearance. 03/2/26 – met with SNC Officers. 12/2/26 - Norfolk Wildlife Trust meeting and survey requested. 25/2/26 – canes and tree wraps obtained. 25/2/26 - Quotes for interpretation board obtained. 5/3/26 – tree whips delivered. 19/3/26 - Trees planted. 1/4/26 – Trail benches ordered. 5/5/26 - Junior school confirmed attendance and date of 20 May 2026 agreed. 6/5/26 - Official opening publicised. 11/5/26 – interpretation board proofed.

		20/5/26 – official opening. 1/6/26 – new signs on order. PW brush cut paths.
	Kittens Lane Play Area	27/11/25 – Play Area sign removed from post. 8/5/26 – Play area sign reinstalled.
	Skate Park	8/5/26 – quotes being obtained for repairs required. 8/5/26 – PW repaired loose slab.
	Tennis Courts	13/11/25 – New floodlights installed. 27/11/25 – quotes obtained for resurfacing. Crowdfund live. Loddon Players supporting the fundraising efforts. 9/1/26 – Sport England confirmed grant application successful. 7/2/26 - Tennis club has fundraising evening organised. 1/4/26 – fundraising target reached. 17/2/26 – project out to tender. 9/4/26 – tenders to be reviewed. 14/5/26 - Contractor appointed.
	L & C Playing Field	24/3/26 - Received report of food trucks illegally operating on the L & C Playing Field without landowner consent. 5/5/26 – consent for food trucks on L & C Playing Field will be given subject to necessary due diligence provided beforehand.
	Stubbs Green	16/10/25 – meeting held with SNC Common Land Officer. 7/11/25 – sent a reminder on outstanding queries and clarification on LTC/SNC responsibilities. 5/2/26 – SNC chased for response. SNC replied. To be followed up Council.
	Allotments - Removal of conifer	3/10/25 – NCC consented. 7/11/25 – Neighbour informed. 1/6/26 – quote for removal.
	Pyes Mill – Closed moorings	8/7/25 - Meeting held with stakeholders. 14/10/25 – Follow up meeting requested. SNC informed us that Environment Agency permission would be required to investigate. 14/1/26 – SNC received permission from EA for intrusive surveys. 5/2/26 – SNC have not yet received the results of the instructive survey. 1/4/26 – survey results received. 5/5/26 - SNC informed LTC that 30m of mooring will be reopened.
	Pyes Mill – Car Park	19/3/26 – SNC resurfaced car park.
	SNC Play Areas – Gunton Road, Cannell Road	30/07/25 - SNC informed us that two play areas in Loddon would be refurbished. 14/10/25 – requested update on delivery date.

		SNC now not going ahead with Gunton Rd refurb. 23/3/26 – SNC consulted public on designs; www.southnorfolkandbroadland.gov.uk/play-area-consultations/south-norfolk-play-area-refurbishment-consultation
Assets		
	Streetlights	
	Benches	
	Bins	2/10/25 – LTC's recycling bin on Church Plain damaged. PW to see if a repair is possible. 5/2/26 – Parish Warden repaired with hasp.
	Loddon Town Sign – new info plaque	5/3/26 – revised wording sent. 30/4/26 – plaque installed on farthing Green.
Events		
	Christmas Lights	29/1/26 – Church Plain Tree Wraps may require replacement. 12/2/26 – Cozens confirmed that tree wrap adjacent to Holy Trinity steps needs replacement. 11/3/26 - LTC resolved to replaced one tree wrap for 2026 display.
	Volunteer Event (2026)	To be discussed by the Events Working Party in 2026.
	Sports Event (2026)	To be discussed by the Events Working Party in 2026.
Community Engagement		
	Contact magazine	4/6/26 – contact magazine submitted for May.
	Social media	Various updates throughout the month.
	Website	Various updates throughout the month.
	Youth Provision	14/4/26 – LTC emailed SNC regarding youth provision grant. 5/5/26 – LTC met with SNC to discuss grant. 13/5/26 – LTC submitted expression of interest. 8/6/26 – LTC met with YMCA regarding provision. 10/6/26 – LTC to consider application.
Other		
	Blue Plaques	Blue plaques booklets received and advertised on LTC website, Facebook and Chet Contact.
	NCC Pride in Place	12/11/25 – LTC resolved to proceed. 19/11/25 - RFO ordered hanging tree. 7/1/26 - quotes obtained for installation. 15/1/26 – contractor instructed. 29/01/26 – chased Cozens re LED Christmas Trees.

		12/2/26 – LED Christmas Trees ordered. Hanging basket tree installed. 19/5/26 – Thanks to Cozens, hanging baskets installed.
	Cllr Vacancies	No vacancies at present.

Loddon Town Council Clerk

From: Julie Appleby
Sent: 04 June 2026 20:47
To: Loddon Town Council Clerk
Cc: Admin and allotment officer
Subject: Love Loddon Community Group - May/June 2026

Love Loddon Community Group - May/June 2026

The floral displays were planted at our last LLCG session and the dedication of the watering rota team, consisting of a dozen or so volunteers, have already been thoroughly tested by the recent heatwave!

The hanging baskets have been hung on Church Plain, thanks to Cozens and are growing well. During the hot weather they need watering twice a week and each in-built reservoir takes about 15 minutes to fill with 6 litres of water. I'm pleased to say, we have received lots of positive comments about them, making all the effort worthwhile.

Emily and Jamie are currently kindly trying to help us develop a safer/easier means of watering, other than the stepladders and watering wands that we are currently using!

An update to our award from the South Norfolk in Bloom fund - in addition to the 6 replacement, 2 new floral tower planters and 2 new square planters, Matt Yates from SNC is also kindly supplying us with another floral tower for the Staithe and three long trough-style planters to go in front of the toilet block at their cost.

These will all be phased in, probably when this flowering season is over and should last Loddon for the next 20 years. They all have advanced, built-in water reservoirs to make for more efficient watering, however in the future, LTC may need to consider hiring seasonal contractors to water them, if the current number of volunteers dwindle.

Finally – LTC has gained all the relevant permissions to remove the overgrown ornamental conifer tree blocking visibility of the Loddon/Chedgrave boundary sign by Loddon Mill and the allotments. Emily is in the process of finding a contractor to carry out this work.

Future LLCG dates:

12 Sept - Planning Meeting in The Swan (NB-Saturday)

27 Sept - Strip out summer bedding

4 Oct - Plant winter pansies

1 Nov - Bulb planting

29 Nov - Leaf sweep, coffee, and mince pies!

Best wishes

Julie

Julie Appleby
Town Councillor

Loddon Town Council

The Library Annexe, Church Plain,
Loddon, Norwich, NR14 6EX

01508 522 020 (Office is open 9am – 12 midday, Tuesday, Wednesday and Thursday)

01508 486 128 (Emergencies only)

www.loddontowncouncil.gov.uk

www.facebook.com/LoddonTC

Parish Wardens Report

Main activities since the May Council meeting:

- Contracted works:
 - Oversaw installation of A146 Woodland Benches
 - Liaison with Library Management to prepare for Gas bonding works
 - Arranged Rospa playground inspections
- Response to Councillor/Parishioner concerns/reports:
 - Cut locks from abandoned bikes on Church plain on behalf of SNC
 - New outflow pipe sourced and fitted to replace broken Allotment pump
- Staithe toilets maintenance:
 - Resecured damaged lock on Male WC door
 - Procured new Shower and secured quotations to replace defective unit
- Playground maintenance:
 - Obtained additional quotes for maintenance of Broadland steps
 - Filled finger trap cracks in Skateboard ramps with mortar
 - Adjusted safety gates to re-establish correct close time
 - Applied temporary covering to address fraying wire on Trim trail
- Brush cut paths through A146 Woodland, dug out scrap metal from pathway, assisted with information for signage, and installed interpretation boards
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected, vacuumed, and weeded weekly.
- Routine litter picking; Bridge Street, High Street, Jubilee field, Hockey field, and Pyes Mill. Ad-Hoc Litter picking across all other Parish roads/areas on opportunity basis
- Regular inspection of Staithe; toilets, car park area and waterfront
- Monthly safety inspection at Pyes Mill
- Legionella flushing and temperature control readings completed
- Allotment pumps checked and filters cleaned
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned
- Monthly check of Staithe and Jubilee hall Defibrillators completed
- War Memorial inspected, weeded, and swept
- Footpaths; 8, 9,10,11,14,15, 16 & 18 litter picked, cut back at pinch points, and verified free of hazards/defects

TRAFFIC MANAGEMENT WP – JUNE 2026

The survey which was originally intended for 14-16 May it was agreed to be moved to 4-6 June on the advice of NCC Highways due to the closure of Beccles Road.

However, when checking the dates with NCC I was informed that it had gone ahead on the original dates. Since Beccles Road was closed for most of the survey time it was therefore useless and will have to be redone at NCC expense.

Because of yet more road closures on Beccles Road the next available date is 9-11 July. This is the final window before the schools break up for the summer so if this is missed again, the survey will need to be delayed until September.

I continue to be incredibly frustrated with the slow progress of this project but hope that the survey will be completed before the first anniversary of this working group.

Once it is completed and analysed I will revert with more information regarding the next steps.