
Minutes of the meeting of Loddon Town Council (LTC) held on Wednesday 8 November 2023, 7.00pm in the Hollies Rear Hall.

Present: Cllr Andy Woodman (AW) - Chairman, Cllr Colin Binfield (CB) – Vice-chairman, Cllr Liz Marsham (LM), Cllr June Strickland (JS), Cllr Jane Hale (JH), Cllr Kay Mason Billig (KB), Cllr Mervyn Pointer (MP), Cllr Natalie Henry (NH) and Cllr Julie Appleby (JA).

In Attendance: Emily Curtis (Town Clerk), Georgina Hirst (RFO), Jo Leonard (AAO), two Police Officers and one member of the public (MOP).

Absent: None

1. **Welcome, Meeting Protocol and Etiquette:**

Chairman Cllr AW welcomed everyone to the meeting. The Clerk confirmed that she did not wish to record the meeting.

2. **Apologies for Absence:**

The Council received and accepted apologies from Cllr Laura Bolderston.

3. **Cllr Vacancy**

LTC have received confirmation from South Norfolk Council (SNC) that an election wasn't requested to fill the Cllr vacancy, and therefore LTC are free to fill the vacancy via co-option. Two applications had been received, albeit one application was withdrawn immediately prior to the meeting. It was **resolved** to appoint Sam Bailey. **Action:** AAO.

4. **Declarations of Interest and Requests for Dispensations:**

Cllrs JH, CB and LM declared an interest in any items on the agenda relating to the Jubilee Hall as they are Jubilee Hall Trustees. Cllr JA declared a non-pecuniary interest in any discussion relating to St George's Park.

5. **Minutes of the Meeting Held on the 11 October 2023:**

The Minutes of the meeting held on the 11 October 2023 were approved as a correct record.

6. **Matters Arising:**

6.1 **Refurbishment of the Annexe Kitchen, WCs, lobby and new noticeboard**

Grateful thanks to District Cllr Kay Mason Billig for successfully submitting a bid to South Norfolk Council (SNC) for £15,000 from the Community Action Fund. The next stage is to appoint a construction professional to prepare a full specification, run a tender exercise and appoint a contract administrator to oversee the works. **Action:** RFO to obtain quotes. The noticeboard has been ordered and there is a six-week lead time.

6.2 **Skate Park Repairs**

The contractor has informed us that the repairs have been delayed due to inclement weather.

6.3 **.gov Website Domain**

CloudNext are in the process of submitting an application for the .gov domain. Several choices for the domain have been offered as www.loddon.gov.uk is unavailable, as due to a change in regulations the domain must have town council in the address. **Action:** AAO.

6.4 **Jeep Insurance Claim**

A quote had been received from Hags UK for the repairs for the Jeep - £1,666.00 excluding VAT. It was **resolved** to proceed with an insurance claim for that amount due to the blatant vandalism. The RFO will update the Council at the following meeting. **Action:** RFO.

6.5 **Parish Partnership Bid – Sale Court Footpath**

Thanks to County Cllr Kay Mason Billig for funding the repairs from her Members Fund to the Sale Court Footpath and to Norse for completing the works. The puddle has been reported to the Loddon area Norfolk County Council (NCC) Highways Engineer.

6.6 **Parish Partnership Bid – Footpath 15**

Thanks to Loddon Garden & DIY for completing the works. **Action:** The RFO to add to annual grounds maintenance contractor's schedule.

6.7 **Allotment Gate and Fencing**

Thanks to Hales Fencing for installing the gate, fencing and post for the additional water pump at Loddon Allotments.

7. **To receive reports from County and District Councillors in attendance and Public Forum:**

7.1 **Report from District Councillor Jeremy Rowe (written by Jeremy Rowe):** Appendix A
Cllr CB mentioned that he was disappointed that District Cllr Jeremy Rowe does not attend the Council meetings.

7.2 **Report from District/County Councillor Kay Mason Billig:**
Cllr KB has kindly contributed over half the funds required for the additional CCTV at the Staithe from her Members Fund. District Cllr JR has kindly offered the remaining amount from his Members Fund.
Cllr KB reported that SNC are waiting for a quote to replace the Staithe footbridge in its entirety.

The Council received an update on the outstanding works at St George's Park. SNC's Planning Officer (Area Manager of Majors Team) has visited the site and will keep LTC abreast of any updates. Halsbury Homes have completed the pothole repairs. Cllr KB has been informed that the roads will not be completed until the last two large houses have been built. It is likely that Halsbury Homes will apply to vary the condition to change the consent from two properties to four properties.

Cllr KB also advised that NCC will be voting on the 12 December 2023 on the County Deal.

7.3 **Public Forum**

None.

8. **Reports from Council:**

8.1 **Chairman's Report**

The report is attached to the minutes at Appendix B.

Cllr AW raised concerns that there were no deadlines imposed by SNC on the conditions relating to the St George's Park planning consent.

8.2 Town Councillors' Reports

Cllr MP personally delivered the grit bin invoice to Halsbury Homes and the RFO confirmed that the invoice remained outstanding.

Cllr JS passed on thanks from the Victorian Evening Committee, for LTC's organisation of the Christmas Lights.

8.3 Clerk's Report

The report is attached to the minutes at Appendix C.

8.4 Admin and Allotments Officer's Report

The report is attached to the minutes at Appendix D.

Cllrs MP and LM offered to visit the remaining residents that have not yet returned the consent form for the installation of the LED Christmas lights. **Action:** Cllrs LM and MP.

8.5 Parish Warden's Report

The report is attached to the minutes at Appendix E.

8.6 Data Protection Matters

The report is attached to the minutes at Appendix F.

9. Finance Report:

9.1 Bank Reconciliation to 31 October 2023

LTC has moved over to a new accounting system which should make Council efficiencies. The balance of Loddon Town Council's accounts as of 31st October 2023 was £351,823. This includes £199,401 of ear-marked funds, including CIL receipts, and £152,422 of general funds.

9.2 Accounts for Payment in Accordance with the Budget

The RFO presented the list of payments (Appendix G), and after review, it was **resolved** to approve this list of payments. **Action:** RFO.

9.3 Report on expenditure on professional services on data related matters

The RFO informed the Council that expenditure relating to the data requests from the Complainant and associates to date totals £5,862.27 excl VAT. The initial six-month retainer agreement with CJ International Services ended on 31/07/2023, it will continue on a rolling month by month basis, with a 28-day termination clause.

9.4 Local Government Association Pay Agreement 2023-24

The Council noted that the national 2023-24 Pay Agreement has been reached and implemented by the RFO.

9.5 Draft 2024-25 Budget

The RFO thanked the Cllrs who attended the finance working party meeting to discuss the 2024-25 budget. The budget will be formally agreed at the December 2023 meeting. **Action:** RFO to organise an interim meeting if required.

9.6 LTA Norfolk Loan Application for Replacement LED Floodlights

The Loddon & Chedgrave Playing Field Committee wish to apply for a loan to replace the sodium floodlights at the tennis courts. It was **resolved** to apply for the LTA's 0% interest free loan for the replacement LED floodlights for the Tennis Courts. **Action:** RFO.

9.7 Old Hockey Field Ditch

LTC have received a letter from NCC reminding them of their riparian responsibilities and requested that the Old Hockey Field ditch is cleared. Five companies were contacted for

quotes. It was **resolved** to appoint Avocet to complete the works and remove the waste. **Action:** RFO to instruct and obtain RAMS, insurances and Waste Carrier certification.

A member of the public arrived.

9.8 **Strategy Session**

Three quotes were obtained from Council trainers to assist with creating a strategic 5-year framework. It was **resolved** to appoint NPTS and organise the training for 2024. **Action:** RFO.

9.9 **Small Grant Application from Chet Valley Medical Practice Patient Participation Group**

It was **resolved** to decline the application for £90 towards the hamper raffle prize, as the grant policy does not support local businesses. **Action:** RFO.

9.10 **Small Grant Application from the Chet Valley Festival Group**

It was **resolved** to approve the Small Grant Application for £150.00. **Action:** RFO.

A member of the public left.

10. **Planning:**

10.1 **St George's Park Update:** An update from the SNC Area Manger for the Majors Team was circulated to Cllrs. **Action:** Clerk to attach response to the minutes.

Please refer to Appendix K.

10.2 **Planning Applications from South Norfolk Council:** *Please refer to the Planning Report (Appendix H).*

10.3 **Decisions on Planning Applications from South Norfolk Council:** *Please refer to the Planning Report (Appendix H).*

10.4 **Planning Applications from the Broads Authority:** *Please refer to the Planning Report (Appendix H).*

10.5 **Decisions on Planning Applications from the Broads Authority:** *Please refer to the Planning Report (Appendix H).*

11. **Highways and Assets:**

11.1 **Parish Partnership Bid for Footpath 10**

The Clerk proposed that the Council could bid for improvements to Footpath 10. The footpath needs to be widened as the vegetation has encroached onto the path. It was **resolved** to obtain quotes for the repairs. **Action:** PW.

11.2 **TRO High Bungay Road**

An update has been circulated to the Cllrs.

"A stakeholder consultation has been recently completed with no objections. The scheme is now with NP Law for legal drafting. NP Law currently have a resource shortage and a very high workload so have not been able to provide me a date by which a draft order can be produced. Once the draft order is ready, we can get underway with a full public consultation and hopefully begin to implement the TRO."

11.3 **Speed Awareness Message (Sam2)**

The Sam2 has produced evidence that there is a speeding issue on the Beccles Road from the A146, particularly adjacent to the vets. The Sam2 reports were previously circulated to Council. The Sam2 is currently positioned on George Lane. Thanks to the Council volunteers for relocating the Sam2 on a four-weekly basis.

11.4 Replacement Benches on Farthing Green

It was **resolved** to apply for a street furniture licence to replace the two benches on Farthing Green. **Action:** AAO.

Cllr JS will contact the Loddon and Chedgrave District Society as they may be keen to support the purchase of a memorial bench. **Action:** Cllr JS.

Loddon and District Local History Group have registered an interest in purchasing a memorial bench in memory of a founding member of their group. **Action:** Clerk.

11.5 Bus Stops on Church Plain

This item was deferred as the NCC Officer was unable to provide the proposal in time for the meeting. **Action:** Clerk to add to the next agenda.

11.6 Asset of Community Value bid for Land off Lemn Grove

Saffron have invited LTC to attend a meeting to discuss the allotment land off Lemn Grove on the 23 November 2023. **Action:** Cllrs AW and CB agreed to attend the meeting.

It was **resolved** to submit a bid for an Asset of Community Value (ACV) for the allotment land off Lemn Grove. **Action:** Clerk to apply for ACV. RFO to obtain relevant land registry maps.

The RFO advised that the Community Ownership Fund could be applied for if the Council wished to consider leasing the land with the option to purchase.

11.7 Additional Dog Foul Bin off Clay Court

After review of the existing litter bin and dog foul bins in that area of Loddon, it was **resolved** to not install an additional dog foul bin off Clay Court as the existing litter bins can also be used for dog foul. **Action:** Clerk.

11.8 Review of uncut and cut areas of grassland in Loddon

This item was deferred. **Action:** The Love Loddon Community Group will consider the spreadsheet.

12. LTC Policies

It was **resolved** to replace the word Parish with Town in all LTC's existing policies. **Action:** AAO.

13. LTC Events:

13.1 Volunteer Event – 14 November 2023 – 2.00pm – 4.00pm

The volunteer event will take place on the 14 November 2023, 2.00pm – 4.00pm in the Hollies and will advertise the following voluntary roles available within the Council:

- Councillor
- Emergency Warden
- Litter Picking
- Events Committee
- Love Loddon Community Group
- Community Larder

13.2 Remembrance Sunday Event – 12 November 2023

The AAO has completed all the logistical arrangements for the Remembrance Parade. The event will be held on the 12 November 2023. The Parade will commence from White Horse

Corner at 10.30am. The Parade will arrive at Church Plain at 10.45am and there will be a short service by the War Memorial. This will be followed by a Service in Holy Trinity Church. All timings are approximate. Cllrs MP and JA to assist with marshalling.

13.3 Christmas Lights

The AAO and contractor have liaised regarding the plans for the installation of the LED lights. The lights are due to be installed in the last week of November.

Cozens will install the motifs on both the Church Plain and Staithe car parks in time for the informal switch on, on the 1 December 2023. The formal switch on will be during the Victorian Evening which is to be held on the 8 December 2023.

CPC will respond in 2024 regarding incorporating Loddon Allotments into the Christmas lighting scheme.

13.4 D-Day 80 – 6 June 2024

Cllr AW proposed that the Council approach Loddon Royal British Legion to see what plans they have for D Day 80. **Action:** AAO.

14. Updates from Committees, Representatives and Working Parties:

14.1 Personnel Committee

No update as the Personnel Committee have not met since the last TC meeting. The next meeting is due to be held on the 15 November 2023 at 11.00am.

14.2 Events Committee

No update as the Events Committee have not met since the last TC meeting. The next meeting is due to be held on the 22 November at 8.00pm.

14.3 Loddon & Chedgrave Playing Field Committee

No update as the Loddon & Chedgrave Playing Field Committee have not met since the last TC meeting. The next meeting is due to be held on the 17 January 2024 at 7.00pm.

14.4 Chet Neighbourhood Plan

Cllr JH reported that the Neighbourhood Plan has been submitted to SNC, and the referendum should be held in approximately 6 months.

14.5 Love Loddon Community Group

The report is attached to the minutes at Appendix I.

14.6 Community Larder

The RFO is organising bi-weekly deliveries from Morrisons (utilising the Healthy Choices Fund Grants), and the volunteers have a rota to check and replenish stock. Donations from the community are gratefully received. A volunteer meeting was held on the 31 October 2023 and various events were discussed including the Christmas Bag event.

14.7 Emergency Plan Initiative

No update, however, it is hoped that the volunteer event will increase awareness of the scheme and recruit volunteers.

14.8 Jubilee Hall Management Committee

The report is attached to the minutes at Appendix J.

15. Correspondence:

- Biodiversity – December agenda

- SNC review of polling stations – no reply
- Christmas gifts for Community Larder recipients – referred to volunteers
- ASB at The Old Bank – refer to SNC. **Action:** Clerk.
- Flood report from NCC – no reply
- Deposit information from NCC

17. Items for a future agenda:

- S106 discussion with South Norfolk Council
- Alarm System update
- Youth provision in Loddon
- TRO on George Lane (adjacent to Filbert Rd)
- Bus stops on Church Plain
- Biodiversity Policy

18. Upcoming Council Meetings: *(Held in Hollies Rear Hall unless otherwise specified)*

The next full Council meeting will be held on Wednesday 13 December at 7.00pm, held in the Hollies Rear Hall. (Agenda items to Clerk by the 6 December 2023).

- Volunteer Event – 14 November 2023 at 2.30pm, Hollies Front Hall
- Personnel Committee Meeting - 15 November 2023 at 11.00am
- Events Committee – 22 November at 8.00pm
- Full Council – 13 December 2023 at 7.00pm

19. Exclusion of Press and Public:

It was resolved to exclude the public and press under the Public Bodies (Admissions to Meetings) Act 1960 Schedule 12A SS1 & 2.

20. Report from Birketts Solicitors

It was **resolved** to proceed with Birketts professional advice. **Action:** Clerk.

The meeting closed at 20.57pm.

Appendix A - Report from District Councillor Jeremy Rowe (written by Jeremy Rowe)

My favourite quote for now is from Hamilton Wright Mabe, who wrote “Blessed is the season which engages the whole world in a conspiracy of love.”

We’re launching our Christmas hampers scheme again this year, which I know brings so much joy to people. Please let me know if you’d like to nominate an over-60s friend or neighbour who you feel would appreciate receiving one. Our ChetChat volunteers rely on donations, big and small, to be able to continue this brilliant tradition: if you’re able to help, we’ll be outside Coop, Loddon with our red collecting tins from 1030am on Saturday 2nd. and Saturday 16th. December. It would be lovely to see you there. Hampers will be delivered from 18 December – please let me know if you’d like to nominate someone.

We’ve also launched a fundraising page for anyone who’d like to help us. The link is:
https://www.justgiving.com/crowdfunding/JeremyRowe?utm_term=g6RKA9aR

Later this month I’ll be allocating the £1000 Members Grant given annually to each South Norfolk District Councillor – this year I’m supporting six different excellent local groups.

I’m looking forward to being part of the cast for January’s production of Treasure Island; tickets go on sale from 17 November, and can be bought from: <https://loddonplayers.co.uk/treasure-island-2024> or by ringing 07538749803.

The next surgery I’ll be holding, in Loddon Library 2-3pm, will take place on Saturday 20 January next year. Of course, I’ll continue to reply to every communication, as well as regularly attend meetings of every Parish Council when I can.

Finally, our superb ChetChat group volunteers are always on hand, giving help and support to our over-60s friends and neighbours. If you ever need any help, give us a ring on 07944 858929.

Jeremy Rowe

Appendix B – Chairman’s Report

I am again pleased that, since the end of the school holidays, no further serious anti-social behaviour complaints have been notified.

I have met with the district police to discuss priorities and been introduced to our new beat officer for Loddon. The handover of responsibilities has been progressing well.

I continue to be disappointed, despite contacts by residents, councillors, and the Town Council with South Norfolk at the lack of concrete plans regarding the Halsbury development on George Lane and I will be meeting residents on site next week.

I was delighted to see the progress made on the Love Loddon project – thank you and well done to all who took part.

Since the last council meeting I have also:

- attended several LTC committee meetings including Staff / Personnel, / Volunteers and Events
- had several meetings with both solicitors and data specialists
- met with various councillors and residents on several topics
- met with LTC staff on a regular basis
- liaised with the RBL regarding the forthcoming cenotaph ceremony
- prepared a slide show for the forthcoming volunteer event

- attended Chedgrave Parish Council and related meetings

I note that two applications have been received for the LTC vacancy was forthcoming and look forward to welcoming a new councillor.

This weekend I will also be representing LTC with the Royal British Legion at the war memorial.

AWW 5th November 2023

Appendix C - Clerk's Report

In addition to managing the Council's facilities and staff, and further to the reports on the agenda and matters arising, the Clerk has information on the following matters.

Office

The Clerk, RFO, PW and AAO took annual leave in October.

Cllrs LB, JA, AW and the RFO met remotely on the 31 October 2023 to organise the volunteer event. The RFO has notified LTC's Cleaning Contractor that the Staithe Toilets are now on winter hours and therefore cleaning hours will reduce over the winter months.

The RFO, Clerk and several Community Larder volunteers briefly attended the former library managers leaving do, to say thank you for her contribution to Loddon's community.

The Clerk attended the NPTS Autumn Seminar on the 16 October 2023.

The Clerk attended the free SLCC Cyber Awareness Summit on the 31 October 2023.

Loddon's new Beat Officer Josh Ford started on the 18 October 2023 and visited LTC's office on the 2 November 2023.

On the 1 November 2023, the Finance Working Party met to discuss the 2024-25 budget.

Public Open Space and Facilities

The Clerk met with Loddon's Saffron Housing Officer on the 1 November to discuss the allotment land off Leman Grove.

On the 3 November, the Parish Warden and members of Loddon Royal British Legion installed the poppy cascade on the Town Sign.

For information, the Sam2 is currently located on George Lane

Appendix D – Admin and Allotments Officer's Report

Last year tenants were asked for their 'wish list' of work at the site. Highest on the list was a gate to add to security for the site and improve the visual aesthetic. The gate was fitted on 1 November 2023, along with a new post to take a second water pump, which was also high on the list.

The pump will be ordered and fitted ready for the spring planting.

I continue to regularly inspect & monitor the site.

There are ten people on the waiting list.

The organisation of the Remembrance Day Parade is almost complete with all necessary permissions for closures received and signs are displayed. The event has been advertised on social media.

The Christmas Lights permissions are going well, I am missing 36 of the 104 total required. Next stage is for a Councillor to door knock and try and complete the missing consents. The lights have been PAT tested & inspected, the contractors PLI is in place. The Swan has generously agreed to sponsor the Christmas Tree again this year, which has been ordered.

Following a Councillors request to improve our ability to highlight our own good works on our website, I have investigated the possibility of improving our set up to allow the posting of multiple pictures, this will go ahead shortly so that people who don't use social media can still see what's being accomplished by the council teams & volunteers.

I have continued to progress the .gov domain.

I continue to cover the day-to-day admin in the office, responding to Parishioners enquiries, answering emails etc, and support the Events Committee with taking minutes and providing agendas.

Appendix E – Parish Warden’s Report

Key activities since October Council meeting:

- Contracted works:
 - Facilitated contracted improvement works on Footpath 15
 - Issued five invitations to tender for Hockey field ditch clearance and hosted site meeting
 - Facilitated contracted work for new Allotment gates
- Response to Councillor/Parishioner concerns/reports:
 - Deployed additional ‘No fouling’ signs on Hockey field
 - Identified replacement liners for bins on George lane
 - Unbolted Bench from Farthing Green to facilitate renovation
 - Conducted intensive litter pick at The Walks
- Playground repairs/ maintenance;
 - Fixed loose seat on spring rocker at Kittens lane play area
 - Removed Motorcycle tyre and rope from tree in play area
- Tested Christmas lights in readiness for deployment
- Deployed poppy ‘rosettes’ on Church Plain, poppy cascade and ‘Tommies’ at Farthing green
- Floodlights and extensions tested and made ready for Victorian evening
- Deployed Remembrance day car park closure notices
- Repaired cubicle door lock in Staithe male toilets
- Completed Plumbing repairs and Carpentry tasks at Office Annexe
- Fitted ‘No dog’ notice on Tennis courts
- Continued with PAT Testing
- Routine weekly inspections of: Kittens Lane and Broadlands Playgrounds, Skate Park, Public open space, Parish trees, Annex Offices and Staithe
- Worked with AAO to develop Risk Assessment and Safety instructions for Strimmer and delivered Safety briefing for Love Loddon volunteers
- Tennis courts ‘Leaf vacuumed’
- Routine litter picking; Hockey field, Jubilee field, and Skate Park
- Monthly inspection and litter pick Pyes Mill
- Ad-hoc picking; Drury Lane, George Lane, Filbert Road, Hobart Road, Leman Grove, Princess Anne Terrace, Cedar Drive, Kittens lane, Farthing Green, Bungay High road, and High Street
- Legionella flushing and temperature control readings completed
- Fire Safety, Emergency lighting, and CO Monitor checks complete
- All CCTV Cameras cleaned
- Allotment water pump checked
- Water and electricity meter readings taken
- Footpaths; 8,9,10,11,14,15, 16 & 18 Inspected and litter picked.
- War memorial inspection, weeded, edged, and swept for Remembrance day

Appendix F – Data Protection Matters

This report is provided by Mr Phil Brown, the data protection advisor to LTC. A summary of my activities, since the previous LTC meeting in October, is as follows:

Freedom of Information: Regarding FOI requests from Otter Creek (USA) and ‘Good Citizen’, nothing further has been heard following my responses to them in early October.

All of the FOI requests in the last 12 months have been processed via the 'WhatDoTheyKnow.com' website and are viewable by going onto the website. I've also created a single page summary document (in a spreadsheet format) to support my FOI activities for LTC.

Data Subject Access Request (DSAR): There is little further to report regarding a DSAR that was initiated earlier this year by a local resident. I have informed the resident that I will not handling it any further due to circumstances of the request, the nature of the responses I've received when I have asked for information, and now the fact that the applicant has informed me that they have referred the matter to the ICO. If I am contacted by the ICO, I will give the reasons why LTC is not handling the request, with evidence of the emails sent to and from the applicant. It's important to note that whilst it is the right of someone to make a DSAR, the law also allows an organisation to refuse a request under certain circumstances. Naturally, that organisation will have to justify its actions to the ICO if a complaint is made.

Data breaches: Update on the alleged data breach reported in the October meeting. The matter, as reported to LTC (not me directly) was that the link to the councillors' registers of interest on the LTC website pointed to information that was hosted by South Norfolk Council (SNC) on its website, and where the document of interest has not been updated. It still included the personal data of councillors who have since stood down. Two points here:

- This does not fit the definition of data breach, if anything it's an infringement of the UK GDPR for not keeping the information up to date and, as explained below, LTC is not responsible for maintaining the accuracy of the information held other than acting as a conduit between themselves and SNC
- The registers of interest is a legal requirement of SNC to publish where SNC is the data controller in this instance. LTC is not responsible for the maintenance of the document, but they did alert SNC to the matter and SNC is now in the process of updating the document.

My conclusion is that LTC has not made a data breach but, once it had been made aware of the out of date document, it did inform SNC of the matter. SNC is now updating its website. I have not been made aware of any other new reports of data breaches or potential data breaches, either directly or indirectly.

I have provided an updated version of the Access to Information policy (AIP) which now includes an Annex regarding how complaints are handled. The same information was included in the main body of the document but by separating it out, it is easier for an applicant find a description of the complaints process if they look at the policy. It should be noted that guidance on how to complain are included in response messages to the applicant, when the full outcome of the request has been conveyed. This update is provided at no charge to LTC as it part of my commitment to individuals and organisations that attend my FOI training course.

Appendix G – Payments for Approval

Date Paid	Payee Name	Transaction Detail	Amount
13/10/2023	EE Ltd	Oct 2023 mobile charges	£44.99
18/10/2023	British Gas	Office electricity	£215.58
24/10/2023	PHS Group	Annual fee sanitary disposal	£1,422.70
05/11/2023	South Norfolk Council	Office business rates Nov2023	£434.00
08/11/2023	intY Ltd	IT support	£42.96
09/11/2023	Lloyds Bank	Credit Card Oct 2023	£989.62
10/11/2023	Adept IT	IT support	£31.20
10/11/2023	BT	Office phone/brbnd + staithe	£64.84
14/11/2023	British Gas	Office electricity	£132.17

08/11/2023	RBL Poppy Appeal	Remembrance wreath	£20.00
08/11/2023	Jo Leonard	Oct23 exp+mileage claim	£7.23
08/11/2023	Emily Curtis	Oct23 mileage claim	£38.34
08/11/2023	Rialtas Business Solutions Ltd	Budget & EMR Training	£288.00
08/11/2023	Loddon Garden & DIY	Grounds Maintenance	£1,988.79
08/11/2023	Loddon Building Preservation Trust	Meeting room hire Apr - Oct	£647.50
08/11/2023	A Hutton	Christmas Larder Event Expense	£328.63
08/11/2023	CJ International Services Ltd	DP & FOI services Oct2023	£1,056.00
08/11/2023	Hales Fencing and Paving	Allotment gate and pump post	£860.40
08/11/2023	Norfolk Pension Fund	Nov23 salaries - pension	£2,470.26
08/11/2023	HM Revenue & Customs	Nov23 salaries - tax & NI	£2,295.27
08/11/2023	Staff Salaries	Nov23 salary + back pay	£6,315.41
08/11/2023	R Balfour	Volunteer expenses - tennis sub-committee - windbreak repair	£38.00
08/11/2023	I Design - J Preston	Tennis sub-committee - flyers	£61.84
08/11/2023	Cozens	Streetlight maintenance Oct23	£36.00
08/11/2023	Top2Bottom Commercial Cleaning	Cleaning Oct23	£1,703.31
08/11/2023	Adept IT	IT support	£52.44

Appendix H – Planning Report

App Num	App Type	Address	Proposal	Application/ Decision	Decision	Date of Decision
2023/2726	Works to TPO trees	2 Filbert Road Loddon Norfolk NR14 6LW	(T1) Oak tree - reduce height from 19m to 15m and spread from 19m to 15m	A		
2023/3180	Householder	12 Sycamore Close Loddon Norfolk NR14 6LF	Replacement of 2.4m high conifer hedge with 2m high tongue & groove timber fence	A		
2023/3175	Approval of Condition Details	The Angel Inn 15 High Street Loddon Norfolk	Details of conditions 4 and 12 of 2022/1131 (4) historic building recording and (12) holiday pod details	A		
2023/3243	Works to TPO trees	32 Cannell Road Loddon Norfolk NR14 6DW	Crown reduction by reducing height from approx 16m to 12/11m and reduce width from approx 9m to 5/4m	A		
2023/3334	Works to trees in Conservation Area	17 Norton Road Loddon Norfolk NR14 6JN	T1 Gladistia - remove 1 limb over garden. T2 Apple - fell. T3 crab apple tree - fell. T4 - Maple - Remove one low limb	A		
2023/2231	Advertisement Consent	Central England COOP 25 Church Plain Loddon Norfolk NR14 6EX	1 x externally illuminated fascia sign, 1 x set of internally illuminated letters, 2 x set of glazing graphics	D	Approval with Conditions (Delegated)	27/10/2023
2023/2900	Works to trees in Conservation Area	18 High Street Loddon Norfolk NR14 6AH	T1 Maple - Fell T2 Fastigiata copper beech - Reduce crown spread from 4m to 3m	D	No objections (Delegated)	16/10/2023

Appendix I – Love Loddon Community Group

Bulb Planting – Sunday 22nd of October

The sun came out for us, and a pleasant morning was spent planting a couple of hundred Spring bulbs at Farthing Green and the strip behind the electric charging on Church Plain. We weren't expecting many volunteers but about ten of us turned out and it took no time at all to plant them. Hopefully, we'll get a nice show of colour in the Spring.

British Legion Bench – Farthing Green

Is undergoing restoration, our volunteer is sanding it down and will stain it. It's a big job so not sure when we will have it back.

Proposed replacement benches – Farthing Green

The clearing of Farthing Green in October revealed two other concrete bases, which we have identified from old photos, also had benches on them.

We're not sure what happened to them, but it would be fantastic if we could replace these. The Local History Group may have funds to contribute towards one of them, which they would like to commemorate to the memory of a former History Group member, whom some of our councillors and residents may have known. The other could be a Coronation bench.

Former Church Plain Toilets

I met with the owner who confirmed he has a tenant who is opening a deli/coffee shop in the New Year. He is keen to help with tidying up the area around the building and kindly cleared the edges of the path and strimmed the strip of grass behind the electric chargers.

He is happy to have our input on planting for the bed the church side of the block and I've offered volunteer help keep the new plants watered until they get established. The roadside bed he is planning to pave, possibly for bistro tables/chairs. It's a shame The Terrace is now looking so neglected.

Volunteer Event

We're looking to recruit for next Spring when we tackle our next big project, tidying the flowerbeds at the Staithe. Thanks to Emily and the office team for organising.

Cllr Julie Appleby

Appendix J – Jubilee Hall Management Committee

I'm very pleased to report that the Jubilee Hall has successfully secured a grant of £7,800 from South Norfolk Pride in Place fund. This funding will be used for a feasibility study to conduct a root and branch review of the hall, with a view to generate a plan to maximise the potential of the facility for years to come. An initial meeting with trustees and the consultancy firm has been scheduled for Wednesday 15th November. Thanks to Jo Sinfield for her work with the SNDC communities team to secure this grant.

The Centre Manager has resigned and is currently working her notice. The trustees anticipate that the feasibility study will provide a clearer view on how best to manage the running of the hall going forward.

Cllr Liz Marsham

Appendix K – St George’s Park

I recently visited the site and have met with Halsbury Homes and am now in position to confirm the following in respect of outstanding points relating to the site.

Landscaping and play areas

In terms of the most recent drawings by Aspect which set out landscaping and play areas I can confirm Halsbury have indicated that they are looking to further revise the landscaping to align itself more closely to that previously agreed, including some perimeter planting on the large central area of open space as previously shown and discussed at our site meeting. I don't have a “planning” concern to this approach. Obviously it will delay being able to formally agree these off for approval but this needs to be seen in the context of the planting season. From a planning perspective, the Council set this out in planning conditions as November to March, and on that basis the Council are satisfied that Halsbury are given until the end of March to implement a scheme of planting.

I did enter the woodland walk area to the north of the site when I visited the site and it did appear that the drainage basin was functioning as envisaged which is positive. It is proposed that this area is finished off to provide the woodland walk as envisaged in the previously approved scheme and this is done and available to the public by the end of March.

In terms of the type of play equipment, the arrangements shown in the most recent Aspect drawings will be provided as shown in those and should be done at the same time as the landscaping.

Road surfacing

Condition 8 of 2016/0853 required final details for roads and footways to be agreed which was subsequently done under 2016/2465. On that basis there is no breach of this condition. No timetable for completing the works has as yet been agreed (Condition 8 of 2016/0853 did not explicitly require one), nevertheless Halsbury Homes are currently seeking to clarify when the final surfacing will be undertaken but this is to be informed by Anglian Water inspections associated with the S104 adoption process. I will look to formally agree this as part of the outstanding condition 3 of 2020/0509 which relates to management and maintenance arrangements for roads/footways.

My site inspection indicated a number of areas of where the current road surface has shown signs of deterioration which compromise its use. Condition 6 of 2020/0509 is applicable insofar as it required construction to binder course to be provided, however there is no ongoing requirement as part of that condition to keep repairing it.

Off-site highway works

By way of update, I can confirm that AECOM are in contact with the Highway Authority to look to agree an acceptable scheme for the off-site highway works on George Lane to satisfy the outstanding condition requirement related to condition 13 of 2020/0509 with a view to getting this formally agreed with South Norfolk Council. At the same time as agreeing the scope of the work we will provide you with a timetable for delivery as required by condition 13 too.

Fire Hydrant

A fire hydrant condition was signed off under 2016/2466 and as I understand it from reviewing the matter with colleagues in Building Control a hydrant was to be provided at Rowan Drive and is shown on Anglian Water records. I have made developer aware of this in order that it is rectified.

Ongoing on-site repair issues

I'm always happy to discuss these with any of you to ascertain whether they are breaches of planning or customer care issues. On this point, and as a consequence of reviewing the numerous planning files related to this site I thought it would be helpful to clarify what I understand to be the key planning approvals relating to what is to be built on-site and ultimately against which we establish any potential breaches of planning on-site. These are as follows:

OUTLINE

2020/0509 - Variation of Condition 17 of planning permission 2013/1647 - To alter the occupation trigger in relation to the offsite highway works which updated the original approval 2013/1647.

This approval contains a number of conditions which cross reference discharge of condition approvals and there is also a discharge of condition approval 2020/0888 that is relevant to 2020/0509.

2021/1074 Looking at the date of this approval (post granting of permission under 2020/0509) it appears this was to also be applicable albeit it quotes 2013/1647 rather than 2020/0509.

RESERVED MATTERS

2016/0853 - Submission of Reserved Matters from outline planning permission ref 2013/1647/O for a residential development up to 200 dwellings - including appearance, scale, landscaping and layout.

Numerous NMAs and Discharge of Condition approvals (see following list)

2017/2136

Non-material amendment to permission 2016/0853 (Submission of Reserved Matters from outline planning permission ref 2013/1647/O for a residential development up to 200 dwellings - including appearance, scale, landscaping and layout.) - Revisions to plots 1, 14-17, 21-22, 23-28,35-78, 88, 90, 93, 131, 162-163, 170 -177 and additional Broadband Fibre Cabinet added near to substation

2020/0547

Non-material amendment of 2016/0853 - revisions to plots 77-115, 137-144, 176-180, 183, 190-200.

Non-material amendment application of planning permission 2016/0853 re-position plot 96 and finished levels across the northern section of the site.

2020/2145

Non-material amendment application of planning permission 2016/0853 re-position plot 96 and finished levels across the northern section of the site.

2021/1073

Non-Material Amendment from 2016/0853 - Revisions to the appearance of 19 bungalows

2022/0126

Non material amendment to 2020/0509 - change the surface finish of a shared access to plots 82,83 and 84

2016/2465

Discharge of conditions 3 - landscaping, 5 - energy statement, 7 - footpaths and 8 - details of roads of permission 2016/0853 (Submission of Reserved Matters from outline planning permission ref

2013/1647/O for a residential development up to 200 dwellings - including appearance, scale, landscaping and layout.)

2021/1613

Details of conditions 14 and 15 of 2020/0509 - (14) Timetable for delivery and completion of the off-site Highway improvement works and (15) Commencement of off-site Highway improvement works (as detailed in condition 14)

As a Council we fully appreciate your frustration in respect of works not being concluded on the wider site to date and that these are now proposed to be resolved in 2024. However, we do need to try and devise a practical way to resolve matters, weighing up what degree of harm is occurring as a consequence of any planning breach, and in undertaking this feel that the above timeframes are suitable and reflect the Council's adopted enforcement strategy which seeks to resolve outstanding breaches of planning prior to pursuing formal enforcement action. As you are aware I have been discussion with the developer about resolving the outstanding matters and nothing in those discussions indicates that they are not willing to or will not complete the site satisfactorily in due course. I trust that this clarifies where the Council are at present and will keep you up to date as further plans are submitted or I receive any other relevant updates from the developer. Clearly the Council reserve the right to pursue enforcement action in the future should circumstances change.

Area Team Manager (Majors)