

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 11 February 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: 6 February 2026

AGENDA

- 1. Welcome and meeting etiquette (note if anyone wishes to record the meeting)**
- 2. To consider co-opting to fill the Cllr vacancies**
- 3. To receive and consider apologies for absence and consider accepting them**
- 4. To receive any Declarations of Interest for items on the agenda and to consider any requests for dispensations**
- 5. To approve as a correct record, the Minutes of the meeting held on the 14 January 2026**
- 6. Public Forum**
 - 6.1: County/District Councillor Kay Mason Billig
 - 6.2: District Councillor Jeremy Rowe
 - 6.3: Public Forum
- 7. To receive reports from Council** (previously circulated for info and taken as read)
 - 7.1: Chairman's Report
 - 7.2: Councillors' Reports (including Outside Representative Roles)
 - 7.3: Clerk's Report
 - 7.4: Administration and Allotment Officer's Report
 - 7.5: Parish Warden's Report
 - 7.6: Data Protection Matters
 - 7.7: Biodiversity Warden's Report
- 8. To receive the finance report from the Responsible Finance Officer**
 - 8.1: To receive the Bank Reconciliation to 31 January 2026
 - 8.2: To receive a progress report on the 2025/26 budget
 - 8.3: To approve accounts for payment in accordance with the budget
 - 8.4: To consider any grant applications received
 - 8.5: To consider quotes for replacement bearings on the swing at Kitten's Lane Play Area
 - 8.6: Tennis Court Resurfacing - approval of tender documentation and funding statement
 - 8.6: To receive quotes for a building valuation for the Former Bank
 - 8.7: To consider quotes for a full building survey at The Hollies
 - 8.8: To consider approving LTC's Regular Payments
 - 8.9: To consider approving LTC's Asset Register
 - 8.10: To consider approving the 2026-27 Statement of Internal Control
 - 8.11: To consider quotes for a commercial valuation of the Former Barclays Bank Building

- 9. Planning** *(Please see the Planning Schedule (attached to the minutes) for all applications)*
- 9.1: To consider a response to planning applications received from South Norfolk Council
 - **2024/3309 – To receive an update on the Langley Road Trading Estate**
 - 9.2: To note decisions on planning applications by South Norfolk Council
 - 9.3: To consider planning applications received from Broads Authority
 - 9.4: To note decisions on planning applications by the Broads Authority
 - 9.5: To receive an update on the amenity land, Garden Court (1983/1084)
- 10. Public Open Space, Assets and Highways**
- 10.1: To approve the final version of the transfer document for the Staithe Toilets to LTC
 - 10.2: To receive an update on the A146 Streetlights
 - 10.3: To consider the existing parking enforcement provision in Loddon
 - 10.4: To consider the 2026 - 2030 LTC Action Plan
 - 10.5: To consider approving the final version of the blue plaque booklet
- 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 11 March 2026 at 7.00pm. Hollies Rear Hall. (Agenda items to Clerk by the 4 March 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)
- 16. To receive an update from the Loddon Building Preservation Trust (LBPT) and decide any action**
- 17. To receive an update on the Active Norfolk Together Fund grant and decide any action**

Chairmans Report February 2026

Firstly, thanks to Councillor Steven Killingray-Williamson for his time serving as a councillor and we wish him success in his business venture.

Secondly thanks to all councillors for the time they are giving to all the ongoing projects Loddon Town Council are undertaking this year.

On Wednesday 28th January the High Street Working party held a meeting with NCC's Highways Programme Engineer to understand how to take forward the high street traffic plans. A great first meeting.

I attended the Tennis club Subcommittee meeting the same day at which it was agreed to focus on an Autumn start date for the court resurfacing. And well done to all involved in the fund-raising efforts.

I also attended a meeting at our new woodland project with Emily, Kerry and SNC's Climate Change and Environment team who are funding the project. A lot of work has been carried out to clear some of the undergrowth ready for the fencing to be installed and the 400 trees to be planted. The SNC team were pleased with our goals and the progress so far.

I will be attending the Chedgrave Parish Council meeting on 5th and the Love Loddon planning meeting on Saturday; all councillors are welcome.

Regards

Mervyn Pointer (Chairman)

Clerk's Report – February 2026

Meetings attended

20 January 2026	Sam2 Volunteer
22 January 2026	LBPT
27 January 2026	Prospective Cllr
28 January 2026	Active Norfolk Together Fund Meeting
28 January 2026	Tennis Club Subcommittee Meeting
28 January 2026	Traffic Review Working Party
29 January 2026	Blue Plaque Meeting
3 February 2026	Warren Hills Woodland Meeting
3 February 2026	Meeting with LUFC representatives regarding Hobart Car Park usage
4 February 2025	Tennis Club Welfare Officer
5 February 2026	Staithe meeting

Future meetings

10 February 2026	SNC Town and Parish Forum
11 February 2026	Full Council meeting
12 February 2026	Norfolk Wildlife Trust - Warren Hills Woodland
25 February 2026	L & C PFC Meeting

Report

Area	Issue	Notes
Library Annexe		
	Annual gas safety check	The gas safety check was carried out on the 24/7/25. The faulty heater in the hall was repaired. 3/10/25 – gas bonding still outstanding.
	Live Fire Alarm	5/9/25 – NCC are carrying out an audit to see if all their buildings will have a fire alarm monitoring system.
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.
		5/2/26 – copy of nursery lease, condition report and land registry documents received.
Highways		
	Parish Partnership Bid 25/26	Bid submitted for bollards around Old Hockey Field entrance.
	Speeding on George Lane	Concerns have been raised by a parishioner regarding speeding on George Lane. Residents to set up speed watch group?
	Bus Shelter Scheme replacement scheme on High Bungay Road	19/11/25 - NCC invoiced and contractor instructed.
	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.
	Overflow Car Park at Hobart	LTC has requested use of car park on Sundays. 22/11/25 – signed licence and invoice received. 5/1/26 – code for padlock received an invite sent to Jubilee Hall and LUFC to meet. 3/2/26 – Clerk met with LUFC. 4/2/26 – Jubilee Hall chased for a response.
	NCC A146 streetlights	12/11/25 – Cllr KMB has said that NCC will not turn the lights back on.
	NCC X2 Bus Shelter	04/2/26 – NCC confirmed that they would contribute 80% of the costs.
	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.
	Road markings (kerb blips) on High Street	1/10/25 - AAO reported yellow lines, white lines and curb markings on High Street need refreshing. 3/2/26 – NCC confirmed work completed.
	High Bungay Road Drainage Channel	27/1/25 – NCC have programmed the works for Feb/March 2026.
	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.
	Sam2	25/11/25 – Sam2 volunteer resigned. Letter sent thanking volunteer. 5/1/26 – Sam2 and accessories returned. 8/1/26 – resident has volunteered and met with clerk but declined role.
	Parking Enforcement	4/12/25 - SNC emailed 9/1/26 – response received. 4/2/26 – further response required.
	Church Plain	22/1/26 - SNC replaced some of the rotten barriers and low level fencing 05/2/26 – LTC contacted SNC regarding the quality of the work.
Planning		
	Land West Garden Court	10/9/25 – extension requested from NCC and added to September agenda. 11/9/25 – objection sent.

		<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>
Staff		
	Training	
	CAN Charity Training for LTC	Waiting for agreement from LBPT before training is booked.
		Full Council Training
		First Aid Training
Staithe		
	Transfer of Ownership	<p>SNC have granted 50% of legal costs (£625.50).</p> <p>3/9/25 - LTC Solicitors reported that SNC Solicitors have not sent draft paperwork.</p> <p>3/9/25 – SNC confirmed they would chase their solicitor.</p> <p>8/9/25 – LTC Solicitors have confirmed that they have received draft paperwork.</p> <p>3/10/25 – LTC instructed a CCTV drainage survey to be carried out at £180.</p> <p>31/10/25 - LTC received paperwork.</p> <p>19/11/25 - LTC replied.</p> <p>3/12/25 – responses received.</p> <p>8/1/25 – SNC agreed to development clause.</p> <p>5/2/26 – draft transfer document received.</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>5/11/25 – Parish Warden attempted to repair. Further repairs required.</p> <p>22/11/25 – winter hours implemented as ASB in toilets.</p> <p>30/11/25 – soap dispenser pulled off wall in men's toilet.</p> <p>30/12/25 - Men's cubicle door damaged and removed.</p> <p>6/1/26 - Ladies basin tap leaking and replacement part ordered.</p> <p>18/1/26 – DDA flush handle broken.</p> <p>21/1/26 – Parish Warden replaced DDA Flush handle.</p> <p>27/1/26 – ladies basin tap repaired by Parish Warden.</p>
	SNC moorings - tap	<p>16/9/25 – reported tap leaking again</p> <p>24/09/25 – SNC turning tap off and replacing.</p> <p>27/10/2 - SNC have ordered replacement tap and will be installed in due course.</p>

		<p>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.</p> <p>05/2/26 – SNC chased for an update.</p>
Public Open Space		
	Warren Hills Woodland	<p>10/7/25 – remote meeting with SNC.</p> <p>21/7/25 - Informed we had passed first stage</p> <p>13/8/25 – meeting with Target Trees</p> <p>20/8/25 - Application submitted</p> <p>5/9/25 – formal decision notice received approving bid.</p> <p>8/10/25 – LTC to consider project delivery.</p> <p>13/11/25 – site meeting with Target Trees.</p> <p>4/12/25 - Both Hales Fencing and Target Trees booked for January 2026.</p> <p>9/1/26 – Parish Warden met with both contractors to coordinate works.</p> <p>21/1/26 - Target Trees undertook phase 1 of scrub clearance.</p> <p>03/2/26 – met with SNC Officers.</p>
	Kittens Lane Play Area	<p>7/11/25 – RFO instructed mulch contractor.</p> <p>22/10/25 – PW reported other swings require wraparound swing bearings. Quotes being obtained.</p> <p>27/11/25 – Play Area sign removed from post.</p>
	Skate Park	
	Tennis Courts	<p>13/11/25 – New floodlights installed.</p> <p>27/11/25 – quotes obtained for resurfacing. Crowdfund live. Loddon Players supporting the fundraising efforts.</p> <p>9/1/26 – Sport England confirmed grant application successful.</p> <p>7/2/26 - Tennis club has fundraising evening organised.</p>
	Stubbs Green	<p>16/10/25 – meeting held with SNC Common Land Officer.</p> <p>7/11/25 – sent a reminder on outstanding queries and clarification on LTC/SNC responsibilities.</p> <p>5/2/26 – SNC chased for response.</p>
	Allotments - Removal of conifer	<p>3/10/25 – NCC consented.</p> <p>7/11/25 – Neighbour informed.</p> <p>7/11/25 – quote required.</p>
	Pyes Mill – Closed moorings	<p>8/7/25 - Meeting held with stakeholders.</p> <p>14/10/25 – Follow up meeting requested. SNC informed us that Environment Agency permission would be required to dig trail pits.</p> <p>14/1/26 – SNC received permission from EA for intrusive surveys.</p>

	SNC Play Areas – Gunton Road, Cannell Road	30/11/25 - SNC informed us that they would be refurbished 14/10/25 – requested update on delivery date.
Assets		
	Streetlights	21/1/25 – issue reported on 015 – TT Jones investigating as we believed this was replaced with LED in 2020. 18/12/25 – TT Jones replaced lantern free of charge.
	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	2/9/25 – RFO sent chase to plaque company. 21/11/25 – agreed wording on plaque. 3/2/26 – AAO chased again.
Events		
	Christmas Lights	29/1/26 – Church Plain Tree Wraps may require replacement.
	Volunteer Event (2026)	To be discussed by the Events Working Party in 2026.
	Sports Event (2026)	
Community Engagement		
	Contact magazine	4/2/26 – contact magazine submitted for March.
	Social media	Various updates throughout the month.
	Website	Various updates throughout the month.
Other		
	Blue Plaques	Consent gained from residents and NCC. First plaques installed on the 3/9/25. Info added to website. Further plaques installed. 2/10/25 – AAO assisting with draft of booklet. 28/1/25 – brochure drafted and requires proofing.
	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.
	Cllr Vacancies	27/1/26 – met with prospective Cllr.
	Jubilee Hall – LTC not receiving minutes from meetings	17/7/25 – email sent requesting them as LTC has no representative. Email sent again as no response.

	Jubilee Hall – fixed wire test – issues on floodlights not resolved	21/3/25 – email sent. 5/2/26 – date for next 5 year fixed wire test
	Jubilee Hall – LTC Representative	
	Jubilee Hall – meeting to discuss the results of the consultation	30/4/25 - Email sent to JH with results of consultations and invitation to meet.
	Jubilee Hall – Community payback team deep clean and painting of changing rooms	7/8/25 – Facilitated emails between Community payback and JH.
	LUFC secretary email address failing	21/8/25 - Reported secretary email address failed. 6/11/25 – email address still not working.
	LUFC Adults	21/07/25 – 2024/25 AGM Minutes and Financial Accounts received.
	LUFC Juniors	2023/24 & 2024/25 financial accounts outstanding.

Parish Wardens Report

Main activities since the January Council meeting:

- Contracted works:
 - Survey, brush clearance, marking out, and oversight of tree and fencing Contractor works at A146 Woodland
- Response to Councillor/Parishioner concerns/reports:
 - Repaired damage at Staithe toilets:
 - Sourced spares and repaired damaged flush in Disabled toilet
 - Refitted forced cubicle door in Men's WC
 - Sourced and fitted handles to toilet doors in to mitigate damage
 - Replaced leaking tap for Ladies WC Basin
 - Investigated siting of new communications pole on Cedar drive
 - Installed new sign on footpath 11 at dog waste hotspot (and repaired following vandalism)
- Playground maintenance:
 - Sourced multiple quotes for repair of failed swing bearings
 - Multiple visits to remove litter, broken bottles, and other debris
 - Recovered broken information sign and post from Kittens lane play area
- Weekly inspection; Public open spaces, Parish trees, Annex Offices and Staithe
- Tennis courts inspected, vacuumed, and weeded weekly. CCTV signage fitted
- Routine litter picking; Jubilee field, Hockey field, 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
- Allotment pump filters cleaned and suction pipe re-sited to reduce blockages
- Legionella flushing and temperature control readings completed
- Fire Alarm System, Emergency lighting, and CO Monitor checks complete
- CCTV Cameras checked and cleaned
- Annual Emergency lighting check completed
- 6 monthly check of Staithe Defibrillator completed
- War Memorial inspected, weeded, and swept
- Footpaths; 8, 9,10,11,14,15, 16 & 18 Inspected and pinch points cut back.

Administration & Allotment Officers Report February 2026

All plots are now tenanted. There are 4 people on the waiting list.

The rental agreements have been sent to tenants for the new year starting in April 2026. So far 8 have been returned with payment

This is obviously a relatively quiet time for the allotments.

I have reviewed and updated the Risk Assessment for the allotment site and uploaded the updated Plot Letting Terms 2026-2027 to our website. I continue to regularly inspect & monitor the site to ensure that all plots are well cultivated and kept to a good standard.

I have recorded all the data from the community larder to ensure records are being kept of the number of bags distributed and I now will keep this up to date weekly.

I continue to cover the day-to-day admin in the office, including dealing with planning matters, updating the council's Facebook page & website, responding to Parishioners enquiries, answering emails and phone calls.

During January I responded to 288 emails, dealt with 12 phone calls & 20 visitors, posted 13 times on Facebook/ LTC's Website, completed paperwork for 2 planning applications, 1 SAM2 report, dealt with 5 Weekly planning lists & placed 5 posters in the new noticeboard.

Jo Leonard

5/2/26

BIODIVERSITY REPORT FEBRUARY 2026

I am sorry to say that, as the date for the meeting with Norfolk Wildlife Trust, at The Loddon Woodland Project was changed, I am unable to attend as I will be away from home. I am also unable to attend the Town Council meeting in February, for the same reason.

I have written a few questions for Kerry to ask and wait for a report on the outcome.

I would encourage you all to take a look at the Climate and Nature Bill and add your support. Details can be found on the internet or from me personally. If you are in agreement you may wish to add your support.

It was very heartening to see the first signs of the Love Loddon bulbs showing through the grass, before I left to go away and I hope that during February they will be appreciated by all of Loddon's residents. A great idea to brighten the still dull days and show signs of coming spring. I am sure that the crocuses will provide much needed pollen for our early awakening insects.

I recently came across some papers relating to the Chet Neighbourhood Plan, when Andrew Milner and I drew up a report on various areas around Loddon and their potential for creating wilder spaces. I particularly remember the piece on The Old Hockey Field and wonder if it could be implemented this year. I have a copy if anyone wants to read it.

Thinking about getting the message on the need for Biodiversity over to local residents, I wonder, if Loddon Church are having an Open Gardens event this year, it may be worth joining with them with a few wildlife gardens? I am sure that Youngs would accommodate some publicity in the form of a window display.

Lastly, The Norfolk and Norwich Naturalist Society are holding a conference in April that looks very interesting. It is open to members and guests and as a member I can probably obtain some extra tickets. If interested please let me know. Although the main subject is not in this area the content could prove useful.

I have attached the poster for info.

Carol Webb. Contact details e mail.... chetcottchippy@hotmail.com



**Norfolk & Norwich
Naturalists' Society**

**Norfolk & Norwich Naturalists' Society
CONFERENCE**
OPEN TO ALL MEMBERS AND INTERESTED
PARTIES



**"THE FUTURE FOR NATURE IN
BROADLAND COUNTRY PARK"**

After five years of fieldwork and analysis by County Recorders, Special Interest Groups, experts and enthusiasts, NNNS has published a fascinating report. But this is just the beginning for the ever-changing environment of the Park. This free conference will engage with everyone to explore what research still needs to be done, and how the many habitats and rare species can be successfully conserved and managed without compromising much-needed access, public engagement and enjoyment.

Saturday, April 18th, 10:30-15:30
John Innes Centre
Norwich Research Park, NR4 7UH
Lunch provided.
Programme to be announced.
Book via the QR code or the link
accompanying this poster



LODDON TOWN COUNCIL – Payments List – Feb 2026**Meeting date: 11th February 2026**

The following accounts are presented for payment in accordance with the Budget since the last meeting. (*Italic entries are late entries added since the list was initially circulated*).

Date Paid	Payee Name	Reference	Amount	Transaction Detail
11/02/2026	SLCC - national	BACS	£376.00	MEM256590 ClerkMembership
11/02/2026	Once Upon a Tune	BACS	£150.00	Community Grant
				Inv-209734_cistern handle - Staithe Toilets
11/02/2026	Hickman Supplies Ltd	BACS	£26.88	Toilets
11/02/2026	Norfolk Parish Training&Support	BACS	£67.20	30285_SpringSeminar
11/02/2026	Hobart High School	BACS	£500.25	Pro-rata payment of car park usage
11/02/2026	Volunteer	BACS	£29.98	Community Larder Stock
11/02/2026	Volunteer	BACS	£52.89	Community Larder Stock
				Tennis Club Key Gate annual subscription
11/02/2026	CIA Fire & Security	BACS	£550.80	
11/02/2026	Staff	BACS	£39.60	Mileage
11/02/2026	Loddon Garden & DIY	BACS	£14.46	Inv 29980/82
11/02/2026	Norfolk Pension Fund	BACS		Conts - Feb 26
11/02/2026	HMRC	BACS		Tax/Nl - Feb 26
11/02/2026	NPTS	BACS	£72.00	Managing year end finances
12/01/2026	Adept IT Solutions	DD	£29.40	Inv-15137
13/01/2026	EE Ltd	DD	£53.82	V02426107020
21/01/2026	SSE Energy Supply Ltd	DD	£191.76	IV03927334
23/01/2026	British Gas	DD	£36.40	13546634

30/01/2026	BT	DD	£40.21	GP01063771 M038 65 - split TC/PFC
05/02/2026	Outside Help Ltd	DD	£48.38	Inv-OH-23074-68B8
09/02/2026	Lloyds Multipay CC	DD	£658.40	January Balance
				GP01174152 M029 8A - split Staithe
10/02/2026	BT	DD	£83.88	CCTV/Office/Tourism
10/02/2026	Adept IT Solutions	DD	£9.80	Inv15282
10/02/2026	Adept IT Solutions	DD	£16.80	Inv-15324
11/02/2026	Everflow	DD	£49.41	Inv-5145002
17/02/2026	EDF Energy	DD	£95.59	Inv-KI-374C64F4-0020
29/01/2026	Norfolk Lawn Tennis Associatio	SO	£52.00	
15/02/2026	Staff	SO		Salary - Feb26

£3,245.91

Loddon Town Council - Regular payments - at 31.01.26

Payee Name	Reference	Transaction detail
Adept IT Solutions (GoCardless)	DD	IT/Website support/Subscription
Apogee Corporation Ltd	DD	Photocopier maintenance/Support
British Gas	DD	
BT	DD	GP0106 3771 Tennis Club/PFC
BT	DD	GP0117 4152 Staithe/Tourism/Office
EDF Energy	DD	Staithe Toilets electricity
EE Ltd	DD	Mobile phones
E-on Next	DD	INV-KI-DE68FCDE-
Everflow Water	DD	Staithe Water - ending January 2026
Information Commissioner's Office	DD	Data protection
Lloyds Multipay Credit Card	DD	Council Credit Card
Norfolk Lawn Tennis Associatio	SO	Tennis Club Floodlight loan repayment
Outside Help Ltd (GoCardless)	DD	Microsoft licence
PHS Group	DD	Staithe personal hygiene
South Norfolk Council	DD	Office rent
SSE Energy Supply Ltd	DD	Streetlight electricity
Unity Trust Bank plc	DD	Bank fees
Wave	DD	Staithe water from February 2026

Mrs Emily Curtis	SO	Monthly Salary
Mrs Jo Leonard	SO	Monthly Salary
Mr Paul Leonard	SO	Monthly Salary
Kerry Sturman	SO	Monthly Salary

TRAFFIC MANAGEMENT WP REPORT

The first meeting of the working party has taken place. Craig's proposal was reviewed in detail and feedback was sought from all present but especially the NCC Highways Officer with experience of implementing traffic management schemes.

Further information can be found in the meeting minutes and actions which are attached to the full council minutes.

NCC Highways thought the proposal was credible and may deliver on the primary objective of reducing traffic volumes through the town. However, before we can proceed any further, he advised that a feasibility study will be required.

This will involve posting video cameras at key junctions in the proposal, namely at the George Lane junction with Bridge Street and around Farthing Green where Kitten's Lane meets with the High Street (this list is not an exhaustive list). It is estimated that the studies will cost £10-£15k.

The NCC Officer agreed to send a report and projected costs to LTC. Once that information has been received, LTC can consider funding.

Other actions on the minutes can be taken separately.

Terry Simmons

Traffic Review WP Chair