



Clerk: Mrs S Salmons
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Sandy Lane, Taverham,
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4 August 2026

COUNCILLORS are summoned to attend a meeting of Taverham Parish Council to be held on 10 August 2026, in Suite 2, Taverham Village Hall, after the Planning Committee meeting which commences at 7.30pm.

S.Salmons (Parish Clerk)

AGENDA

- 1) To receive apologies for absence
- 2) To receive Declarations of Interest in items on the Agenda
- 3) To confirm and sign the Minutes of the Meeting held on 13 July 2026
- 4) Report items
- 5) District and County Council Members Question Time
- 6) Break for the public to speak
Parishioners may raise any Parish matter at this time, but please note that the maximum time allocated to this session is **15 minutes** and due courtesy should be given to others who may also wish to speak
- 7) Finance:
 - i) To approve payment of accounts
 - ii) To report receipts
 - iii) To receive the committee budgets overview
 - iv) To receive the financial summary – cashbook
 - iv) To appoint Councillors to carry out internal audit checks
- 8) To receive the Minutes of the Planning Committee Meeting held on 13 and 27 July 2026
- 9) To receive the Minutes of the Woodlands Committee Meeting held on 27 July 2026
- 10) To consider request for support for the Broadland Country Park Pathways Project
- 11) To confirm Community Infrastructure Levy Reserve transfers
- 12) To consider quotes for works to move the Council office to the youth room

Minutes of the Council Meeting of Taverham Parish Council held on Monday 13 July 2026, held in Suite 2, Taverham Village Hall, commencing at 7.22pm, when there were present:

Mrs B Clarke in the Chair	
Mrs L Barrington-Smith	Mrs J Latchford
Mr N Dack	Ms K Lindsay
Mrs J Ellis	Mrs C Ward
Mr K Kelly	

Also present: County Councillor Clancy and Clerk

105/26 To receive apologies for absence were received from Councillors C Karimi-Ghovanlou, H Karimi-Ghovanlou, Matthews and Parkinson

106/26 To receive Declarations of Interest in items on the agenda
None

107/26 The Minutes of the Council Meeting held on 22 June 2026 were agreed and then signed by the Chairman.

108/26 Report items

Sandy Lane/Fakenham Road Pedestrian Crossing

Notification had been received that the traffic lights at the pedestrian crossing at the Sandy Lane/Fakenham Road junction were due to be replaced, with works scheduled to begin on 5 September.

The Council expressed concern about the timing of the works, as they would coincide with local children returning to school after the summer break. Questions were also raised about whether the replacement of the lights was necessary. County Councillor Clancy advised the meeting that he had not been informed of the proposed works.

Council Office Relocation

The project to relocate the Council Office to the youth room had not progressed. A quotation for moving the telephone lines and internet connection was still awaited. The Council requested that the Assistant Clerk contact BT and provide a full report for consideration at the August Council meeting.

109/26 District and County Council Members Question Time

County Councillor Clancy reminded the Council that the County Council was challenging the Local Government Reorganisation proposals. He advised that there had been no further announcements regarding devolution, and that a new route for the Western Link was to be sought.

110/26 FINANCE

Councillors had received a copy of a list giving details of outstanding invoices. It was **RESOLVED** to pay the invoices as presented. Receipts were noted. The Committee Budgets overview and the financial summary cashbook were received.

Chq No.	Supplier	Details	Net	VAT	Total
EP2811	John Allaway	Woodland Contract – June 2026	350.00	0.00	350.00
EP2812	Veolia	Hmdow/Recreation-Refuse–May/June	637.78	127.56	765.34
EP2813	Norse	Un/Locking Gates – Sandy Lane / Hmdow – May/June+ 2026	1,156.00	231.20	1,387.20
EP2814	Countrystyle	Recycling Collection – May 2026	50.00	10.00	60.00

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EP2815	PLG	Redwood Post/Postmix	16.25	3.25	19.50
EP2816	Cozens (UK)	Streetlight Maintenance – June			
		Replacement Lantern–Somerset Way	475.00	95.00	570.00
EP2817	Broxap	Litter Bin, Fixings and Carriage	439.95	87.99	527.94
EP2818	Price Bailey	Final Payment of Internal Audit Fee	875.00	175.00	1,050.00
EP2819	Norfolk PTS	Clerk and Councillor Training	365.00	73.00	438.00
EP2820	ESPO	Hmdow – Cleaning Products	80.55	16.11	96.66
EP2821	Barford Hire	Van Hire – May/June 2026	299.88	59.98	359.86
EP2822	SGW	Payroll Processing – June 2026	35.00	7.00	42.00
EP2823	RGM	Ranger Holiday Cover	95.00	19.00	114.00
EP2824	MayDay	Maintenance Support – Connectivity			
		June and July 2026/B&W and Colour	124.67	24.93	149.60
EP2825	S3 Secure Sys	Hmdow – Call out to CCTV	95.00	19.00	114.00
EP2826	HuwsGray	Skatepark – Builders Sand (Oil Stain)	21.32	4.26	25.58
EP2827	GardenGuardian	Horticultural Contract – June 26			
		/Verge Cutting Contract – June 26	4,750.96	950.20	5,701.16
EP2828	Taverham VHC	Office Rent/Room Hire/Youth Club/ Youth Club Electricity/Sandy Ln			
		Carpark Lights – April-June 2026	1,420.55	0.00	1,420.55
EP2829	BT	July to September 2026 Charges	743.97	148.79	892.76
EP2830	Cash (Debit Card)	Petty Cash – May/June 2026	105.41	20.38	125.79
			12,137.29	2,072.65	14,209.94

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – May 2026	100.75	5.04	105.79
DDebit	Lloyds Bank	Banking Charges – April-May 26	11.16	0.00	11.16
DDebit	Valda	Streetlights Electricity–May-June 26	1,238.72	247.74	1,486.46
DDebit	Valda	Streetlights Electricity-June-July 26	1,050.31	210.07	1,260.38
EP2808	Constantin	Hmdow Deposit Return	50.00	0.00	50.00
EP2809	Collinge	Hmdow Deposit Return	50.00	0.00	50.00
EP2810	Carr	Hmdow Deposit Return	50.00	0.00	50.00
			2,550.94	462.85	3,013.79

ELECTRONIC PAYMENTS MADE 26TH JUNE 2026 (STAFF RELATED)

TRNS	Staff	June 2026 – Staff Pay	9,498.91	0.00	9,498.91
TRNS	HMRC	June 2026 – Tax and NI	2,787.30	0.00	2,787.30
RNS	Norfolk Pension	June 2026 – Pension	3,165.82	0.00	3,165.82
			15,452.03	0.00	15,452.03

RECEIPTS FOR JUNE 2026

Bank	Interest	431.58	0.00	431.58
Hinks Meadow	Hall Hire	1,722.50	344.50	2,067.00
		2,154.08	344.50	2,498.58

It was noted that Mrs Clarke had carried out the bank reconciliations for April, May and June.

Councillors volunteered to complete the following internal audit checks:

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Petty cash payments match receipts and petty cash book, and sickness chart – Mrs Latchford

Bank statements/electronic payments checked against computer entries, and VAT return submitted – Mr Kelly

111/26 The Minutes of the Planning Committee Meetings held on June 2026 were received.

112/26 The Minutes of the Sports Committee Meeting held on June 2026 were received. The recommendation that the Council appoints a project manager for the tennis court reconstruction project was **AGREED**.

113/26 To appoint Councillors to committees and nominate representatives to outside bodies

Mr Karimi-Ghovanlou was appointed as a member of the Traffic and Transportation Committee.

Mrs Ward was appointed as a member of the Woodlands Committee.

Ms Lindsay was appointed as a member of the Recreation Committee.

Mr Dack was appointed as the Parish Council's representative to the Thorpe Marriott Village Hall Committee.

114/26 To consider subscribing to Norfolk Parish Training and Support, Norfolk Association of Local Councils, and Society of Local Council Clerks

It was agreed that membership of NALC, SLCC, and NPTS provides significant value by enabling delivery of its Training Policy commitments, enhancing governance, supporting professional development, strengthening compliance, and ensuring access to expert advice. It was further agreed to subscribe to each of the associations in the total sum of £2337.

115/26 To consider and approve updates to the Council's Lloyds Bank account arrangements

The following actions were agreed:

To add the Clerk as a Limited User (non-signatory) to allow banking administration in the RFO's absence.

To add Brenda Clarke as the fourth cheque signatory

To authorise an additional Lloyds Business Debit Card for the Clerk once access was in place for the RFO

To authorise the RFO to complete and submit all required banking documentation for the above changes

116/26 PUBLIC BREAK

Speeding vehicles and inconsiderate parking were reported to the Meeting. The parking issues had been reported to officials numerous times but there was little that could reasonably be done as the cars were not parked illegally. The Clerk would contact the local police to enquire about speed checks on Fakenham Road between the Silver Fox pub and the police beat base. Information would also be requested about a community speed watch scheme.

The meeting closed at 9.05pm

Signed Dated

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TAVERHAM PARISH COUNCIL

PAYMENTS/RECEIPTS FOR APPROVAL AT COUNCIL MEETING ON 10TH AUGUST 2026

Chq No.	Supplier	Details	Net	VAT	Total
EP2835	John Allaway	Woodland Contract – July 2026	350.00	0.00	350.00
EP2836	Amazon	Ranger's – Elbow Grease (6)	9.96	1.98	11.94
EP2837	Countrystyle	Recycling Collection – June 2026	87.50	17.50	105.00
EP2838	BH Trees and W	Felling Unstable Dead Stems (SL)	100.00	20.00	120.00
EP2839	Marmax	Replacement Bench Arms/Carriage	50.00	10.00	60.00
EP2840	Norfolk ALC	Annual Subscription 2026/27	1,275.43	0.00	1,275.43
EP2841	APC Pest Control	Mole Contract – Hmdow/TMG	330.00	66.00	396.00
EP2842	Barford Hire	Van Hire – June/July 2026	299.88	59.98	359.86
EP2843	Elect Tech	Fire Alarm Inspection – Six Month	100.00	20.00	120.00
EP2844	Norfolk PTS	2026/27 Subscription	383.33	76.67	460.00
EP2845	SGW	Payroll Processing – July 2026	35.00	7.00	42.00
EP2846	GardenGuardian	Horticultural Contract – July 26			
		/Verge Cutting Contract – July 26	4,025.97	805.20	4,831.17
EP2847	CareCheck	DBS Check – Hogg	10.00	2.00	12.00
EP2848	Ian Smith	Extra Duty Refuse Sack	146.72	29.34	176.06
EP2849	Norse	Un/Locking Gates – Sandy Lane			
		/ Hmdow – July 2026	527.00	105.40	632.40
EP2850	Cozens (UK)	Streetlight Maintenance – July 26	150.00	30.00	180.00
EP2851	Taverham VHC	Office, Room Hire, Youth Club, Youth			
		Club and Car Park Elect – July 26	462.48	0.85	463.33
EP2852	Cash (Debit Card)	Petty Cash – July 2026	98.17	18.44	116.61
			8,441.44	1,270.36	9,711.80

PAYMENTS FOR RATIFICATION

DDebit	SSE	Hmdow – Gas Supply – June 2026	97.50	4.88	102.38
DDebit	Lloyds Bank	Banking Charges – May-June 26	10.80	0.00	10.80
DDebit	Valda	Streetlights Electricity-July-Aug 26	1,194.69	238.94	1,433.63
EP2831	Total Energies	Hmdow – Electricity- May/June 2026	360.57	18.03	378.60
EP2832	First Fence	Hmdow – Composite Rail Fencing	1,550.05	310.01	1,860.06
EP2833	Woodcock	Hmdow Deposit Return	50.00	0.00	50.00
EP2834	Thomson Sawm	Norgate Way – Five Bar Gate	290.19	58.04	348.23
			3,553.80	629.90	4,183.70

ELECTRONIC PAYMENTS MADE 28TH JULY 2026 (STAFF RELATED)

TRNS	Staff	July 2026 – Staff Pay	9,490.15	0.00	9,490.15
TRNS	HMRC	July 2026 – Tax and NI	2,784.08	0.00	2,784.08
TRNS	Norfolk Pension	July 2026 – Pension	3,160.70	0.00	3,160.70
			15,434.93	0.00	15,434.93

RECEIPTS FOR JULY 2026

Bank	Interest	433.89	0.00	433.89
DAC Beachcroft	Return of Insurance Excess (Goodwin)	113.28	0.00	113.28
Hinks Meadow	Hall Hire	1,226.17	245.23	1,471.40
HM Customs & Excise	VAT Repayment (April-June 2026)	5,703.37	0.00	5,703.37
Norfolk County Council	Sandy Lane Car Park/Library Garden	617.92	0.00	617.92
Taverham Tennis Club	Court Fees (April-June 2026)	560.91	0.00	560.91
Taverham Football Club	Pitch Fees (April-June 2026)	2,878.53	0.00	2,878.53
		11,534.07	245.23	11,779.30

TAVERHAM PARISH COUNCIL MEETING – 10TH AUGUST 2026

BUDGET PICTURE – 2026/27

A Budget Picture for the Council and its committees is to be provided monthly to the Council Meeting. All figures produced are up to date as of 31st July 2026 and in relation to the 2026/27 financial year.

Main Council - Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Administration	£8,500	£2,812.18	-	£5,687.82
Petty Cash	£900	£277.99	-	£622.01
Miscellaneous	£17,500	£2,195.66	-	£15,304.34
Salaries	£213,690	£62,292.18	£124,584.36	£26,813.46
Grants	£545	-	£41.25	£503.75
Recycling	£600	-	£50	£550
Youth Provision	£18,720	£436.90	-	£18,283.10
Section 137	£1,375	£91.86	£275.58	£1,007.56
Streetlighting				
- Energy	£28,200	£5,504.31	-	£22,695.69
- Maintenance Contract	£1,800	£450	£1,350	£0.00
- Repairs	£6,000	£325	-	£5,675
- Structural/Electrical Testing	£3,500	-	-	£3,500
Community Safety	£1,000	-	-	£1,000
Agencies	£10,875	£4,349.94	£5,799.92	£725.14
Warden's Van	£3,900	£899.64	£2,698.92	£301.44
Publicity	£1,000	£210	-	£790
TPC Events	£500	-	-	£500
Earmarked Reserve–Tennis Court	£20,000	-	£20,000	-
TOTAL	£338,605	£79,895.66	£154,750.03	£103,959.31

Expected – Figures based on known contract/expected wage costs for the year.

Budget Remaining – Figures based on costs to date and expected contract/wage costs due. The purpose of the Budget Picture is to give an overview of how the budget is being spent to date and funds available for the remainder of the financial year.

The Recreation, Sports and Woodlands detailed Budget pictures are provided at each relevant committee meeting, and minuted as received.

The following committee Budget pictures are a simplified version of each committee and is produced for Councillors' information at the Council's monthly meeting.

Recreation – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£30,030	£4,814.87	£18,117.70	£7,097.43
Renewals	£3,000	£477.52	-	£2,522.48
Projects	£2,000	-	-	£2,000.00
Contingency	£1,000	£15.38	-	£984.62
TOTAL	£36,030.00	£5,307.77	£18,117.70	£12,604.53

Sports – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Tennis	£3,680	£1,800	£1,150	£730
BMX Site	£800	-	£800	£0
Hinks Meadow				
Services	£5,000	£1,244.81	-	£3,755.19
Running Costs	£12,380	£3,465.32	-	£8,914.68
Ground Maintenance	£27,340	£5,781.69	£17,345.07	£4,213.24
Contingency	£1,000	£100.75	-	£899.25
TOTAL	£50,200.00	£12,392.57	£19,295.07	£18,512.36

Woodlands – Budget Headings	Budget	Spent to Date	Expected	Budget Remaining
Running Costs	£13,470	£1,616.31	£6,023.36	£5,830.33
Projects	£1,000	-	-	£1,000
Contingency	£1,500	-	-	£1,500
TOTAL	£15,970	£1,616.31	£6,023.36	£8,330.33

RFO
31st July 2026

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/26 and 31/07/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£4,952.95
Hinks Meadow Cash	£0.00
Petty Cash	£38.95
Photocopying Cash	£0.00
Premier Account (Business Bank)	£577,478.29
Total	<u>£582,470.19</u>

RECEIPTS	Net	Vat	Gross
Council	£261,172.77	£0.00	£261,172.77
RECREATION	£13,500.88	£0.00	£13,500.88
SPORTS	£9,527.17	£1,161.39	£10,688.56
Total Receipts	<u>£284,200.82</u>	<u>£1,161.39</u>	<u>£285,362.21</u>
PAYMENTS	Net	Vat	Gross
Council	£82,059.14	£3,279.26	£85,338.40
RECREATION	£13,040.64	£1,309.07	£14,349.71
SPORTS	£17,108.66	£2,766.57	£19,875.23
WOODLANDS	£6,785.15	£131.04	£6,916.19
AGENCIES	£5,705.06	£1,141.02	£6,846.08
DRAPER WAY	£6,040.02	£663.99	£6,704.01
Total Payments	<u>£130,738.67</u>	<u>£9,290.95</u>	<u>£140,029.62</u>

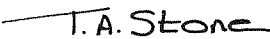
Closing Balances at 31/07/26

Ordinary Accounts

Agency Cash	£0.00
Allotment Rent Cash	£0.00
Current Account (Treasurers)	£4,087.81
Hinks Meadow Cash	£0.00
Petty Cash	£33.39
Photocopying Cash	£0.00
Premier Account (Business Bank)	<u>£723,681.58</u>
	<u>£727,802.78</u>
Total	<u>£727,802.78</u>

Signed

Chair

T.A. Stone

Clerk / Responsible Financial Officer

Planning Applications Committee Meeting held on Monday 13 July 2026, in Suite 2 in Taverham Village Hall commencing at 7.30pm, when there were present:

Mrs Janet Latchford in the Chair

Mrs Linda Barrington-Smith
Mrs Brenda Clarke

Mr Nick Dack
Mrs Jo Ellis

Also present: County Councillor Clancy, District Councillor Kelly, Councillors Lindsay and Ward, Clerk and Assistant Clerk.

Apologies for absence: District Councillors C Karimi-Ghovanlou and Kelly, and Councillors H Karimi-Ghovanlou, Matthews and Parkinson

Declarations of Interest: None.

The Minutes of the Meeting on 22 June 2026 were confirmed and signed.

Report Items:

Greater Norwich Local Plan – Notice of Intention to Commence Plan Making had been published.

2025/3107. Land adj playing field Taverham Road, Taverham. Outline planning permission for up to 3 no. self-build dwellings, associated garages/car ports and buildings, new access and crossovers, associated works and infrastructure all matters reserved except access and scale. The Meeting was advised that an Appeal against Refusal had been made to the Secretary of State against Broadland District Council. The Parish Council's strong objection to this application still stood with the addition that land was now available for self-build dwellings at the new Marriotts Park Development in Taverham North.

Marriotts Park – The developer had proposed for the spine road through the development to be named as “Taursham Way”. It was felt that this was not suitable due to the similarity to the nearby Taursham Park Development off Beech Avenue. The Council suggested alternatives of Tyler Way or Bannock Way.

The Meeting was advised of the District Council decisions on previous applications:

- 2026/1524. 24 Harewood Drive, Taverham, NR8 6XH. First floor side extension over existing single storey garage/utility room – Approval
- 2026/0519. Edge of High Breck, Fir Covert Road, Taverham, NR8 6HT. Residential annexe to provide part accommodation for live in carer and treatment room. Provision of detached craft room, boundary fence to front of property and new pedestrian access to Fir Covert Road – Approval

The following new Applications were considered:

- 2026/1357. Land Between Fir Covert Road and Reepham Road Breck Farm Lane Taverham Norfolk. Marriott's Park. Reserved Matters Application (details relating to

external appearance, layout and scale) pursuant to Outline Planning Permission 20220455 (including proposed materials) for the site wide infrastructure (Pumping Stations, Substations and Service Routes) and ancillary/incidental works (including compounds, boundary treatment and compound accesses/service/parking areas) (The outline submission included an Environmental Statement).

Taverham Parish Council made no comments on this Application.

County Councillor Clancy made the Meeting aware that Anglian Water still had an ongoing problem with foul water drainage in the area.

- 2026/1600. Land Between Fir Covert Road and Reepham Road Breck Farm Lane Taverham Norfolk. Reserved Matters Application pursuant to outline planning permission (Ref: 20220455) for the: layout, scale, external appearance (including proposed materials) for the strategic open space and landscaping, including footpath/cycleway surfacing, play areas and associated planting and ancillary works for Marriotts Park, Land between Fir Covert Road and Reepham Road Taverham.

The Meeting considered the application and made the following comments:

- Detailed Planting Proposals – Sheet 8: It was requested that the hedging around the picnic tables and benches be removed, while retaining the proposed tree planting, to reduce the risk of anti-social behaviour.
- Confirmation was requested on the proposed barriers for open spaces to prevent unauthorised vehicle access, with access required only for maintenance vehicles.
- Permission for the pedestrian link from the MUGA area to Hinks Meadow Village Hall had been granted under outline planning application 20220455. However, as Taverham Parish Council owned the land, the pedestrian link would only be built if a future need was demonstrated.

RESOLVED – No objection – Subject to our above comments

- 2026/1680. 58 Lloyd Road, Taverham Norfolk NR8 6LL. Proposed alterations and extensions.

RESOLVED – No objection

Planning Applications notified to the Parish Council between the date of Agenda and the date of this Meeting:

- 2024/2621. Land off Fir Covert Road, Taverham, Norfolk. Outline planning permission for the construction of office (Class E(g)(i)), warehouse (Class B2/B8), start-up business units (Class E(c)) and associated highway, landscaping & infrastructure works, with all matters except access reserved. The Meeting was advised of the revised delivery and vehicle access arrangements for the site, and the following comments were made:
 - Concern was raised about the additional traffic generated by the proposal, particularly alongside the expected increase from Marriotts Park and the care home on Fir Covert Road. It was felt that, without the Norwich Western Link Road, local infrastructure would be insufficient.
 - It was felt that the potential local employment benefits did not outweigh residents' concerns about increased traffic.

- The size of vehicles to be used for courier deliveries had not been specified.
- The proposed delivery and vehicle access times were still considered unneighborly for neighboring residents.

RESOLVED – Objection on the grounds listed above. Stuart Clancy was requested to call in this Application.

Signed

Date

Planning Applications Committee Meeting held on Monday 27 July 2026, in Suite 2 in Taverham Village Hall commencing at 7.30pm, when there were present:

Mr Steve Matthews in the Chair

Mrs Linda Barrington-Smith
Mrs Brenda Clarke
Mr Nick Dack

Mrs Jo Ells
Mrs Janet Latchford
Mrs Sandra Parkinson

Also present: District Councillor Kelly, Councillor Lindsay, Clerk and Assistant Clerk.

Apologies for absence: District Councillor C Karimi-Ghovanlou, and Councillor H Karimi-Ghovanlou.

Declarations of Interest: None.

The Minutes of the Meeting on 13 July 2026 were confirmed and signed.

Report Items: None

Road Naming at Marriotts Park – The Meeting discussed road names throughout Marriotts Park. Comment was again made that the suggested name of “Tausham Way” for the spine road through the development was not suitable, as it was felt that this was too similar to the nearby Taursham Park Development off Beech Avenue. The Council suggested other alternatives of Breck Farm Way, Micklem Way and Keswick Way (after a historical hamlet down Breck Farm Lane).

The suggested names for the Abel Homes first phase were discussed. It was felt that the road names were acceptable except for Walston Crescent and Wensum Close as they would be too similar to existing roads in Taverham.

The Meeting suggested that future roads at Marriotts Park could be named after birds, animals, trees or flowers.

Drayton Neighbourhood Plan – Councillor had been send the document in advance of the Meeting. Taverham Parish Council supported the protected views in the key view document.

The Meeting was advised of the District Council decisions on previous applications:

- 2026/0046. Abora Court Care Home, Steven Drane Drive, Taverham, NR8 6WL. 3 x building mounted care home name lettering and v-board sign – Approval

The following new Applications were considered:

- 2026/1705. 131 St Edmunds Road, Taverham, NR8 6NX. Two-storey rear and side extension with alterations to roof arrangement.
RESOLVED – No objection

- 2026/1834. 27 Lloyd Road, Taverham, NR8 6LL. Demolition of conservatory and build two-storey extension and garage extension to create garden room.

RESOLVED – No objection

- 2026/1315. Wensum Valley Golf Club, Beech Avenue, Taverham, NR8 6HP. Dismantle the existing 12-bay driving range and relocation approx. 100m north on site and the construction of an additional 12-bay driving range to adjoin the existing and form an extension, installation of driving range lighting. Erection of new safety fencing and construction of new car parking facilities.

The meeting discussed the application and the following comments were made:

- An old oak tree was to be removed at the new site, it was requested for a replacement oak tree to be planted at another location at Wensum Valley Golf Club.
- The new entrance from A1067 Fakenham Road was supported but it was felt that the 30mph limit should be extended to the Broadland Northway roundabout.
- Concern was raised as to whether the lighting from the newly positioned driving range could be a potential hazard for motorists on the A1067 Fakenham Road and a lighting impact statement was requested.
- Clarification was requested of the opening hours of the driving range and it was felt that these should match the opening hours of the hockey club.

RESOLVED – No objection – Subject to the above comments

Signed

Date

Woodlands Committee meeting held on Monday 27 July 2026, commencing at 8pm when there were present:

	Mrs L Barrington-Smith in the Chair	
Mr K Kelly		Mrs C Ward
Mrs J Latchford		

Also present: Clerk and two members of the public.

Apologies for absence were received from Councillor Karimi-Ghovanlou

Declarations of Interest – None

The Minutes of the meeting held on 11 May 2026 were confirmed as correct and were the signed by the Chairman.

Report items

Councillor Barrington-Smith reported that she had successfully applied for 2 packs of hedging plants from the Woodland Trust.

The current budget picture was received.

To consider quotes for the replacement of the gate at Norgate Way

Quotations had been obtained from three companies for the replacement gate and support posts. It was **agreed** to place an order with Thompson Saw Mill in the sum f £280.02

Tree Warden's Forum

The woodland volunteers reported that they had cut down a Russian vine which had smothered some trees to the rear of Argyll Crescent. They suggested that the Council's arborist may need to check the health of the trees. They also requested guidance on whether digging out the roots was likely to be successful given that the plant had become quite established or whether on this occasion glyphosate should be used. Councillors suggested that a letter be sent to residents of Argyll Crescent reminding them that garden waste must not be dumped in the wood.

First aid training was still to be arranged. The volunteers would send a list of their available dates to the Clerk.

The Meeting closed at 8.28pm

Signed

Dated

Agenda item 10: To consider request for support for the Broadland Country Park Pathways Project

1. Introduction

Broadland District Council has asked Taverham Parish Council to consider:

- Providing a formal letter of support for the Broadland Country Park Pathways Project.
- Considering whether the Council could contribute any level of partner funding to strengthen the project's CIL bid.

Taverham is one of four parishes along the proposed route being approached for support.

2. Project Overview

The Broadland Country Park Pathways Project aims to deliver the missing link in a continuous 14km off-road walking and cycling route between Norwich city centre and the new Broadland Country Park visitor facility.

Key objectives

- Improve access and connectivity for residents and visitors.
- Support safer, more inclusive active travel.
- Enhance links between communities, amenities, and green spaces.
- Create a reliable, accessible route for everyday walking and cycling.

Scope of works

Across the Drayton Drewray expansion area, the project will deliver:

- 2.7km of new and upgraded off-road pathways.
- Boardwalks, seating, interpretation boards, and wayfinding posts.
- Initial tree management.
- Improvements to overcome waterlogging, poor ground conditions, and fragmented routes.

Connectivity benefits

The upgraded network will link:

- Norwich city centre
- Sweet Briar Marshes
- Marriott's Way
- Thorpe Marriott Greenway
- Drayton Drewray
- Broadland Country Park (existing and new visitor centre)

This represents a significant strategic enhancement to local green infrastructure and active travel provision.

3. Funding Position

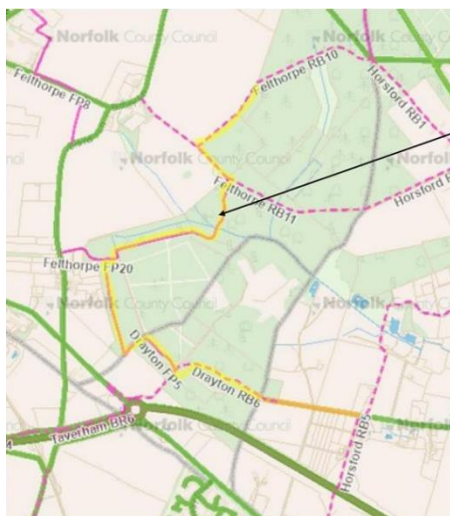
The project team intends to apply to the Greater Norwich Growth Board (GNGB) pooled CIL fund. A strong application requires:

- Evidence of stakeholder engagement
- Demonstrations of local support
- Where possible, partner funding contributions

Even small contributions can positively influence scoring.

4. Financial, Governance and Boundary Considerations for Taverham Parish Council

A. Location of Works



- The area to be improved lies outside the Taverham Parish Council boundary.
- This limits the Council's ability to justify direct financial expenditure, as the works do not take place within the parish.

B. Earmarked Reserves

- TPC holds no earmarked reserves that could be allocated to this project.

C. General Power of Competence

- TPC does not hold the General Power of Competence.
- Therefore, any financial contribution would need to be made under s.137 of the Local Government Act 1972.

D. Implications of s.137

If councillors wished to consider a financial contribution:

- The expenditure must be in the interests of the area or its inhabitants, and
 - The benefit must be commensurate with the expenditure.
- Given that the works are outside the parish boundary, councillors would need to be satisfied that:
- Taverham residents would receive a **clear and direct benefit**, and
 - That benefit is proportionate to any s.137 spend.

The Council must also ensure it remains within its annual s.137 spending limit.

Given current commitments (e.g., recreation and tennis facility upgrades), councillors may wish to consider whether s.137 expenditure on an out-of-parish project is appropriate at this time.

5. Non-Financial Support

Providing a letter of support:

- Carries no financial commitment.
- Demonstrates partnership working and local endorsement.
- Strengthens the project's CIL application.
- Supports improvements to routes used by Taverham residents, even though the works are outside the parish boundary.

This may be considered a proportionate and low-risk form of support.

6. Considerations for Councillors

- The project delivers improvements to routes used by Taverham residents, despite being outside the parish boundary.
- Enhanced connectivity may support wellbeing, recreation, and sustainable travel.

- A letter of support is cost-free and beneficial to the project.
- Any financial contribution would fall under s.137 and must be justified carefully due to boundary constraints.
- Councillors may wish to consider whether supporting the project aligns with current strategic priorities and financial capacity.

7. Additional Context – Concerns Regarding the Nature of the Proposed Improvements

Some councillors may hold reservations about the proposed works, particularly in relation to the impact on the natural character of Drayton Drewray. It is noted that:

- Previous phases of Broadland Country Park development have already introduced formalised infrastructure, including surfaced paths, car parks, toilets, and a visitor centre.
- There is concern that further “improvement” of woodland paths may alter or sanitise the natural essence of the wood, reducing the sense of wildness and tranquillity that many residents value.
- Not all green spaces benefit from being heavily formalised; some councillors may feel that retaining areas of low-intervention, natural woodland is important for biodiversity, landscape character, and the visitor experience.
- The proposed works lie outside the Taverham parish boundary, which may further influence councillors’ views on whether the Council should support or fund improvements that could change the character of a neighbouring woodland.

8. Decision Required

Councillors are asked to consider:

1. **Whether Taverham Parish Council should issue a formal letter of support** for the Broadland Country Park Pathways Project.
2. **Whether the Council wishes to consider a s.137 financial contribution**, noting:
 - the absence of earmarked reserves,
 - the lack of General Power of Competence, and
 - the fact that the works lie **outside the parish boundary**.

These considerations may inform councillors’ views on whether to provide a letter of support and whether any s.137 expenditure would be appropriate.

TAVERHAM PARISH COUNCIL
COUNCIL MEETING – 13TH AUGUST 2026

Community Infrastructure Levy (CIL) Payments and Expenditure - Transfers

The Council receives CIL income twice yearly, in **April** and **October**, based on allocations provided by Broadland District Council. These funds are held within a dedicated **CIL Earmarked Reserve** to maintain clear financial audit trails and ensure compliance with statutory financial management requirements.

To maintain accurate records, all transactions relating to CIL income and CIL-funded expenditure require to be formally recorded within the CIL Reserve account, as follows:-

1. The following amounts of reported CIL income, within the monthly Approval List/Receipts require formal transfer into the CIL Reserve:
 - April and October 2021: £178,794.46
 - April and October 2022: £2,174.16
 - April and October 2023: £8,749.27
 - April and October 2025: £17,558.91
 - April 2026: £63,103.16
 2. To match expenditure already incurred on approved CIL funded projects, the following transfers are required:
 - April 2022: Eden Tree and Hedging - Sandy Lane – Tree/Hedge Work – £3,500
 - March 2023: Eden Tree and Hedging - Sandy Lane – Tree Stump Grinding - £500
 - September 2023: Kompan – Sandy Lane Play Area - £165,977.67
 - February 2024: Greenbarnes – Noticeboard (part payment) - £682.35
 - September 2024: Kompan – Sandy Lane Play Area – Retained Balance - £8,735.67
- Total transfer from CIL Reserve to General Fund: **£179,395.69**
3. Following the above income and expenditure adjustments, the remaining balance within the CIL Reserve is **£146,438.30**, which will continue to be held for future agreed CIL eligible expenditure.

Decision Required

Council is asked to approve the reported receipt of CIL income to the CIL reserve, authorise the transfer of £179,395.69 as listed above to the General Fund, and note the remaining balance of £146,438.30.

RFO
4th August 2026

Agenda item 12: To consider quotes for works to move the Council office to the youth room

1. Introduction

Taverham Parish Council has agreed to move the Parish Council Offices to the Youth Room at the rear of Taverham Village Hall. Minor internal works are needed before the move and Councillors are requested to consider the quotations for the improved works as detailed below.

2. Proposed Works

To supply and fit an L-shaped internal wall incorporating a service hatch and door. The Council has also received a separate quotation for the supply and fitting of carpet tiles to the office area, to be fitted on top of the existing safety flooring subject to an on-site measure and checks.

- Supply and installation of 4 x 2 timber studs.
- 12.5 mm plasterboard.
- Insulation to the walls.
- Purpose-supplied service hatch.
- Small service counter to both sides, suitable for paperwork.
- Internal door with push-button code lock.
- Wheelchair-accessible size door.
- Full plaster finish.
- Skirting, architrave, and necessary timber work.
- Supply and fitting of carpet tiles to the Youth Room, fitted on top of the existing safety flooring using tackifier adhesive, subject to on-site measure and confirmation that the existing floor is suitable.
- BT line relocation.

3. Internal Wall Quotation

Contractor 1: Supply and fit L-shaped internal wall incorporating sliding glass service hatch, service counter, wheelchair-accessible internal door with push-button code lock, insulation, plasterboard, plastering, skirting, architrave and associated timber work. Contractor recommended for hatch to be located next to the wall near the entrance to avoid possible accident from protruding service counter. This contractor has previously completed highly satisfactory work for the Council.

Total cost: £2,760.00

Contractor 2: Construction of stud walls, incorporating ply door service hatch, skimmed plasterboard, skirting, coving, internal door and insulation.

Total cost: £2,285.63

A revised quotation was requested from contractor 2 as the original quotation was dated March 2026. The new quotation was also to include push button lock, sliding glass hatch, wheelchair accessible door and service counter. No revised quotation had been received. Quotes were requested from two other contractors, but no quotes had been received at the time of this report.

3. Carpet Tile Quotations

Contractor A: Tivoli carpet tiles. Supply and fit carpet tiles as selected to the Youth Room, based on the sizes provided, fitted on top of existing safety flooring using tackifier adhesive.

Total cost £1,090.00

Contractor B: Tivoli carpet tiles. Estimate includes carpet tiles and fitting, adhesive and metal door bars. Total cost £1,981.66.

Contractor C: Commerce Velour carpet tiles. Supply and fit carpet tiles using tackifier. Total cost: £2,046.22.

Notes: Quotations are subject to an on-site measure to check sizes and floor suitability for fitting on top of the existing safety flooring and are based on the room being clear of furniture and other items.

4. BT Line Relocation

Engineer advice: A BT engineer attending the Taverham Village Hall system installation advised routing the relocated line externally: under the front gutter, along the side wall at high level, then into the Youth Room to the right of the window.

Inside, the cable should run at ceiling height and be trunked down near the power sockets and new BT box, reducing the vandalism risk of lower external cabling.

The system requires three power sockets.

Permission is required from the Taverham Village Hall Committee and Taverham library to drill fixing holes about every 10 metres for ladder safety under BT requirements.

The library's permission is also needed for side access and hedge cutting to provide sufficient working space.

The work should be scheduled when the library is unstaffed, as access outside its doors could otherwise create practical and safety issues.

The previous £65 quote may change if unexpected issues arise.

5. Financial Implications

The project covers the internal wall, carpet tiles and BT line relocation.

Wall quotations are £2,760.00 from Contractor 1 and £2,285.63 from Contractor 2.

Contractor 2's lower quote is dated March 2026 and excludes the push-button lock, sliding glass hatch, service counter and wheelchair-accessible door; a revised quote is awaited.

Carpet tile quotations are £1,090.00 from Contractor A, £1,981.66 from Contractor B and £2,046.22 from Contractor C.

The £65 BT relocation quote may change due to the proposed route and work involved.

6. Recommendation

Councillors are asked to approve Contractor 1 for the building works and Contractor A for the carpeting, with orders placed with the contractors and BT once permission is received from the Village Hall Committee and Library.