

# MEETING OF ROLLESBY PARISH COUNCIL

To be held on Monday 15<sup>th</sup> July 2024 at, Village Hall,  
Rollesby at 7pm.

Dear Councillor,

Your attendance is required at the above meeting of the Parish Council. Members of the press and public are cordially invited.

Signed:

*Sarah Hunt*

Sarah Hunt  
Parish Clerk  
9<sup>th</sup> July 2024

## AGENDA

- 1. Election of Chair**
- 2. Vacant position.**
  - 2.1 To undertake signing of acceptance of office papers of any elected councillor or notification of poll.
  - 2.2 To receive quotation for poll from GYBC of approximately £2,400.00 if more than one nomination. To note that Poll cards have not been ordered.
- 3 Election of vice-Chair if necessary.**
- 4 Apologies and consideration of acceptance for absence.**
- 5 Members' declarations of interest and requests for dispensations.**

If you have a Disclosable Pecuniary Interest in a matter to be discussed and it relates to something on your Register of Interests form then you must declare an interest. You may not participate in discussion or vote on the matter.

You have a Personal Interest in a matter to be discussed if it affects:

  - Your wellbeing or financial position
  - That of your family or close friends
  - That of a club or society in which you have a management role

In these instances, you must declare a personal interest and may speak on the matter only if members of the public are also allowed to speak at the meeting, however you may not vote in the matter.
- 6 Minutes.**

To receive and agree minutes from Full Council Meeting held on 20<sup>th</sup> May 2024.
- 7 Public Forum**

To receive comments from members of the public on matters on the agenda.  
To receive a presentation from Springbourne Homes.
- 8. To receive any reports:**
  - 8.1 County Councillor A Grant.

- 8.2 District Councillors A Grant and L Mogford.
- 8.3 Police.

**9. Updates on matters not on the agenda.**

No decisions may be taken under this item.

- 9.1 The Council Credit Card has now been received.
- 9.2 Bowls Club lease agreement. No response received.

**10. Planning.**

- 10.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.
  - 10.1.1 06/24/0413/TRE – 34 Meadow Way, Rollesby. Proposed works to T1 group of Ash trees (No.3 2015) pollard to leave 3.m.
- 10.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.
  - 10.2.1 .
- 10.3 Responses sent as consultee between meetings:
  - 10.3.1 06/24/0374/VCO – Hall View, Martham Road, Rollesby, NR29 5DU. Proposed variation of Condition 11 of outline pp. 06/18/0315/O (Development of 13 No. dwellings) to remove the existing pre-occupation restriction and allow up to four dwellings to be occupied before the off-site highway works (including public rights of way works) as referred to in the condition are completed. Objection sent 30.5.24
  - 10.3.2 06/24/0299/F – Highfield Farm, Heath Road, Rollesby, NR29 5HJ. Application for retrospective planning permission for the siting of a static caravan to be occupied as a single dwelling (Use Class C3) and erection of associated veranda decking. No Objection sent 30.5.24.

**11. Administrative Matters**

- 11.1 To resolve to delegate to the chair/clerk any necessary payments between meetings.
- 11.2 To consider whether to approve ongoing access to the Parish Council website by the ex-councillor to update and finalise.
- 11.3 To consider and adopt Planning Protocol.
- 11.4 To agree membership of Norfolk Parish Training and Support at £251.25.
- 11.5 To consider instructing Sonya Blythe as internal auditor as 2023/24 for the sum of £125.00.

**12. Finance and Governance**

- 12.1 To approve payments detailed as Annex A plus any late payments received before the meeting.
- 12.2 To receive Bank Reconciliation.
- 12.3 To receive budget as Scribe accounts if available to the meeting.
- 12.4 To review Earmarked Reserves.
- 12.5 To confirm that signatories on the Unity Bank Account are: Cllr S Day, Cllr S Moore, Cllr S Ridout, Cllr C Tacon. To consider updating mandate.

- 12.6 To receive updated variance form.
- 12.7 To consider instructing a tree survey on the King George V Playingfield and receive quotations.

**13 Correspondence.**

- 13.1 To receive Highways 50/50 funding invitation and consider any suitable projects.
- 13.2 Broads Authority consultation on body worn cameras. For comment.
- 13.3 Norfolk Co Co. A149 Speed limit extension. For comment.
- 13.4 Broads Authority. Notification of confirmation of BA2024/0005/TPO. Broads End, Main Road, Rollesby.

**14 Village Maintenance.**

- 14.1 Staithe – to discuss treework/shrubwork necessary on staithe.

**14. Matters for next meeting and information.**

Review of Asset Register and Maintenance Schedule

August – no meeting.

Monday 16<sup>th</sup> September 2024

Monday 18<sup>th</sup> November 2024

To resolve to exclude the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, by reason of the confidential nature of the following business.

**15. Complaint.**

To receive notification of complaint and agree Committee Formation to hear appeal.

**16. Staffing**

To consider recruitment and agree processes.

To consider temporary business continuity.

# MINUTES OF A MEETING OF ROLLESBY PARISH COUNCIL

held on Monday 20<sup>th</sup> May 2024 at, Village Hall,  
Rollesby at 7pm.

Present: Cllrs S Day, J Long, C Moore, S Moore (chair), S Ridout, P  
Thain (part)

Clerk: Sarah Hunt

Eleven members of the public were present.

## 1. Election of Chair

Cllr Simon Moore was PROPOSED by Cllr S Day, seconded Cllr S Ridout, voted into office and signed the declaration of acceptance of office.

## 2. Election of vice-Chair

Cllr Charlie Tacon was PROPOSED by Cllr J Long, seconded Cllr S Ridout and voted into office.

## 3. Apologies and consideration of acceptance for absence.

Cllr C Tacon – work commitment.

## 4. Members' declarations of interest and requests for dispensations.

None.

## 5. Co-Option.

Mr Paul Thain was PROPOSED Cllr S Day, seconded Cllr S Ridout and elected onto the Council. Cllr Thain signed a declaration of acceptance of office and joined the meeting.

## 6. Minutes.

The minutes from Full Council Meeting held on 15<sup>th</sup> April 2024 were AGREED and signed by the Chair.

## 7. Public Forum

The Council was asked to consider public speaking at the end of the meeting. The Chair is at liberty to invite members of the public to speak.

## 8. To receive any reports:

8.1 County and District Councillor A Grant reported that he is still awaiting information from Highways with regard to speeding legislation within the village. The speed reduction in the village is anticipated in around 12/14 weeks. The rural verge cuts have been undertaken. Please advise Mr Grant of any missed areas. There is funding available for a highways project for Rollesby of £8,200.00. The Local Plan is out for consultation from Great Yarmouth Borough Council. The adoption of this policy will not stop windfall sites, but should prevent local major development. The Parish Council should



have received a letter with regard to S106 money - Cllr Grant to chase.

8.2 District Councillor L Mogford – apologies received.

8.3 Police. Neighbourhood watch information provided on website.

## 9. Updates on matters not on the agenda.

No decisions may be taken under this item.

9.1 Charge card on bank account. Forms submitted.

9.2 Bowls Club lease agreement. No response received.

## 10. Planning.

10.1 To consider planning applications received from Great Yarmouth Borough Council/Broads Authority for consultation prior to the meeting.

10.1.1 . None.

10.2 To receive notification of any decisions by Great Yarmouth Borough Council/Broads Authority.

10.2.1 . None.

## 11. Administrative Matters

11.1 It was AGREED to move to bi-monthly meetings. PROPOSED Cllr C Moore, seconded Cllr J Long.

11.2 It was AGREED to adopt Standing Orders as presented.

11.3 It was AGREED to adopt Financial Regulations as presented. NOTED that these will need updating as they remain unchanged.

11.4 It was AGREED to adopt the Councils Complaints policy.

11.5 The Model Publication Scheme was AGREED as presented.

11.6 The Document Retention Schedule was AGREED was presented.

11.7 To review the Risk Assessment Schedule. Next Meeting.

11.8 It was AGREED a scheme of delegation was not necessary as it was covered within the Financial Regulations sufficiently to enable the Council to meet bi-monthly.

11.9 NOTED that the Village Hall will be charging £20/meeting from April 2025.

## 12. Finance and Governance

12.1 It was RESOLVED to make the payments detailed as Annex A PROPOSED Cllr C Moore, seconded Cllr S Day.

12.2 The Bank Balances are:

Unity Current Account	£7,028.63
Unity Savings Account	£17,068.83
Total holdings	£24,097.46

12.3 Budget as Scribe accounts to be circulated to councillors when available.

12.4 Earmarked Reserves – to be reviewed next meeting.

12.5 To confirm that signatories on the Unity Bank Account are: Cllr S Day, Cllr S Moore, Cllr S Ridout, Cllr C Tacon.

12.6 Insurance Renewal: It was RESOLVED to renew with Community Action Suffolk/Ansvar at the sum of £876.79 (increased from original quotation

as Precept and Salary budget updated.) PROPOSED Cllr C Moore, seconded Cllr S Day.

- 12.7 NOTED that PKF Littlejohn acknowledged the receipt of the year end on 10<sup>TH</sup> May 2024.

### **13 Correspondence**

- 13.1 Email – Highways – Detail of Traffic Regulation Order. Supported.  
13.2 Introductory email – CAN Rural Housing enabler. No invitation to be extended to meeting.

### **14. Matters for next meeting and information.**

Monday 15<sup>th</sup> July 2024 – Parish Council Meeting.

Monday 16<sup>th</sup> September 2024

Annex A - Payments for the May 2024 meeting of Rollesby Parish Council			
	Staffing	May salary and homeworking	£701.31
	Sarah Hunt	Refund phone top up	£10.00
	Staffing	June salary and homeworking	£701.31
		TOTAL	£1,412.62

The meeting closed at 7.35pm

Signed:

Dated:





Existing woodland at Rollesby Hall to be retained and managed.



A small number of shepherd's huts such as this locally sourced product by Crane Garden Buildings, Narford, Norfolk to be scattered among the trees in the woodland.



Example of a 2 bed holiday lodge by local company Nordlodge, Norwich



Example of a 3 bed holiday lodge by local company Nordlodge, Norwich



A natural fishing lake such as this could be created with fishing pontoons and luxury lodges around the edge



The Hive Cafe, Croxley by S&P Architects. An example of the style of cafe / farm shop that could be created.

Quality of existing trees to be assessed by a qualified arboriculturalist and detailed scheme to be developed around retaining as many trees as possible. New tree planting to be proposed whenever existing trees are to be removed.



Existing open space adjacent to the cricket pitch to be opened for public use

Client <b>Springbourne Homes</b>		<b>HAYWARD</b> architects	
Project Title Feasibility study Rollesby Hall Rollesby, Great Yarmouth		19 Station Road Bloxley Leicestershire LE10 1AW Tel: 01455 635 665 www.haywardarchitects.co.uk	
Drawing Title <b>Sketch site layout</b>			
Scale 1:1250	Date June 2024	Sheet <b>A1</b>	Job No. NJ/24
Author ZLM	Checked by	Drawing No. 01b	Status <b>FEASIBILITY</b>





# NORFOLK PARISH TRAINING & SUPPORT

## Support subscription for Rollesby Council for 2024-25

This proposal is in response to a request regarding subscription to Norfolk Parish Training & Support.

The Clerk is the primary source of advice and support to the Council. We appreciate that from time-to-time questions, issues or situations arise where it is helpful (or necessary) to seek additional advice or guidance from elsewhere. We also support questions from councillors, in particular the Chairperson, when they need us. This might be in the form of informal telephone support from us, or from a specialist professional such as a lawyer, HR or IT professional. Councillors and the clerk can also benefit from training to better understand how councils work in particular scenarios or for professional development. This is where we can add value to your council.

We are an independent training and support organisation currently supporting over 190 local councils, ranging from small parish councils to larger town councils. We have many years of clerking experience between us and because we are practising clerks ourselves, we know what clerks and councils are dealing with right now. Telephone and email support are available to our subscribers from 9 am to 5 pm every weekday. We have associates who offer 15 minutes of free legal, FOI, data protection and HR advice (for further advice after 15 minutes, subscribers will be provided with a quotation). Your council would also benefit from 20% discount on our training courses and seminars as well as free attendance at clerk, councillor and chairmanship networking.

We also have an exclusive deal for Norfolk with Parish Online, our subscribers will receive 30% off their first-year subscription to Parish Online Mapping. Also, unique for Norfolk PTS, Parish Online will provide and host a .GOV.UK domain with up to 20 mailboxes all this for £180 per year, or include your website for a fully managed package starting from £350 per annum.

Our events and subscription service are highly regarded, and we would be happy to put you in touch with other subscribing councils of a similar size to your Council if you would like to hear their views on us. We send regular newsletters to our subscribers and allow access to helpful documents and templates via the subscriber section of our website.

**The fee for our support service is 1% of precept capped at £545 and with a minimum charge of £55.**

**The fee for this support service for Rollesby Council from 1 July 2024 to 31 March 2025 is £251.25.**

If you have any questions, please contact us or look on our website for further information about what we offer: <https://www.norfolkpts.org/support>

Julie King  
Norfolk Parish Training & Support  
<https://www.norfolkpts.org>  
01603 857004  
10 June 2024

# ROLLESBY PARISH COUNCIL

## Planning Protocol

This procedure sets out how Rollesby Parish Council considers planning matters on which it is consulted by a Planning Authority. It takes into account that:

- the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by Rollesby Parish Council at its scheduled meetings;
- Rollesby Parish Council believes parishioners are best served by the Parish Council responding to applications in a timely fashion;
- to ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

Rollesby Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- the Parish Council as a whole; or
- by the Clerk acting on the outcome of an email consultation with Parish Councillors.

### PLANNING PROTOCOL

#### Options For Responding To Planning Applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received:

##### **Option 1**

If there is a scheduled Council meeting before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting.

##### **Option 2**

If there is no scheduled Council meeting before the end of the consultation period, the Clerk will circulate to all members of the Parish Council to the application via email. Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, any councillor with a material interest in the application to be considered will be asked to declare such interests as required by the Rollesby Parish Council Code of Conduct and will take no part in the discussion of the application or the resulting vote).

Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be no less than five clear days from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', councillors may choose to include comments with their response.

If at least two members of the Parish Council (or the Chairman of the Council) request an extra ordinary meeting to further discuss the planning application, then an extra ordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

If an extra ordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk. The Clerk will consider all responses received from councillors to determine the outcome of the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chairman of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).

If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).

If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

### **Procedures At Meetings Of The Council**

- In those cases where a planning application comes before a full meeting of Rollesby Parish Council, then any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Parish Council then this will normally be permitted, unless the Parish Council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.

**Adopted by Rollesby Parish Council  
15<sup>th</sup> July 2024**

## Explanation of variances – pro forma

Name of smaller authority: **Rollsby Parish Council**  
 County area (local councils and Great Yarmouth Parish Council)

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year.

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	8,056	-10,380					
2 Precept or Rates and Levies	10,000	12,700	2,700	27.00%	YES		Explanation of % variance from PY opening balance not required - Balance brought forward agrees
3 Total Other Receipts	13,331	95,308	81,977	614.94%	YES		Election costs budgeted of £2,000.00. Zero for 2022/23.  £90,308 charity money transited account. £6064 section 106 received in 2022/23. VAT claim for 2022/23 was £301.46, for 2023/24 was £1,465.45 giving an increase of £1,163.99. In 2022/23 an insurance reclaim was received of £2,000 plus section 106 money of £6,064.
4 Staff Costs	4,499	5,962	1,463	32.52%	YES		Full year of new clerk. Pension of £1,911 paid in 2023/24.
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	16,508	-103,382	86,874	526.25%	YES		£90308 charity money transited account in 2023/24. Bus shelter purchased in 2022/23 at a cost of £6064.00. Election costs in 2023/24 of £1,192.24.
7 Balances Carried Forward	10,380	9,044					VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	10,380	9,044					VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	19,024	19,432	408	2.14%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



cc Local Members

Your Ref: My Ref: HI/12/GEN/DH/DN  
Date: July 2024 Tel No.: 0344 800 8020  
Email: ppschemes@norfolk.gov.uk

## From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

### Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2025/26. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 6<sup>th</sup> December 2024. Please contact your local Highway Engineer based at the local Area Office for agreement as early as you can to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2025 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

*Continued .../*

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

### What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school)
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email [evehicles@norfolk.gov.uk](mailto:evehicles@norfolk.gov.uk) – A website containing useful information is now live (click on [this link](#))

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

### **Schemes which will not be considered**

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
  - Speed Limits
  - Waiting restrictions
  - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

### **Information you must include in your bid**

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your Local Member, frontages and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to [ppschemes@norfolk.gov.uk](mailto:ppschemes@norfolk.gov.uk). If you need further information on the bid process please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant  
Cabinet Member for Highways, Infrastructure & Transport

**Parish Partnership bid application form 2025/26**

<b>Fund applied for:</b>	Parish Partnership Fund		
<b>Applicant details:</b>			
<b>Submitted by/contact:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Sum applied for:</b>			
<b>Total project cost:</b>			
<b>Project title:</b>			
<b>Project detail:</b> (please include a plan/map of the extents of the scheme):			
<b>plan/map attached:</b>	Yes / No		
<b>Any other funding:</b>			
<b>Parish Income:</b>	<b>Precept</b>	<b>Other Income</b>	<b>Total Yearly Income</b>
<b>Reason for works:</b>			
<b>Any relevant supporting documents (e.g. supportive correspondence) :</b>			
<b>Discussed with:</b>			

### Body Worn Cameras – Public Consultation

The Broads Authority values the opinions of members of the public and interested parties on the use of body-worn cameras by front-line staff (Rangers, Quay Rangers and Planning Enforcement Officers). Your views will help shape our policies.

The body-worn cameras are to provide digital audio and images for law enforcement purposes and potential prosecutions when staff have faced aggression and violent behaviours.

Information such as videos and audio recordings that can identify an individual are classified as personal data under the Data Protection Act 2018 (DPA 2018).

Under the UK's implementation of the EU General Data Protection Regulations (GDPR), personal data must be processed using the seven data protection principles. (*lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity & confidentiality, and accountability*).

Additionally, data processed for law enforcement purposes must be processed in accordance with the principles set out in Section 35 of the DPA 2018:

Law enforcement purposes are defined in DPA 2018, section 30, Part 3 as *“prevention, investigation or prosecution of criminal offences, or the execution of criminal penalties, including safeguarding against threats to public security”*.

The Broads Authority is a competent authority consistent with section 30 (b) of the Data Protection Act 2018 (DPA 2018) *“any other person if, and to the extent that, they have statutory functions to exercise public authority or public powers for the law enforcement purposes*

Under Part 3 Section 35(8) of the DPA 2018, there is another set of principles to be complied with:

- a) The processing is strictly necessary for law enforcement purposes and*
- b) the processing meets at least one of the conditions in Schedule 8 and*
- c) at the time when the processing is carried out, the controller has an appropriate policy document in place.*

As a data controller, the Broads Authority has robust policies and procedures in place to ensure compliance with the UK GDPR.

To launch the pilot for BWCs, the Broads Authority has conducted a Data Protection Impact Assessment (DPIA), as per section 35 of the DPA 2018.

The purpose of the DPIA is to ensure proper consideration has been given to introducing this new technology because it will infringe on an individual's data privacy rights.

The DPIA helps data controllers identify the risks and put actions in place to minimise them, such as training or processes and procedures.

The Broads Authority's use of the BWCs is deemed necessary to exercise a function conferred on a person by an enactment or rule of law, as described in the DPA 2018 Section 8.

The Broads Authority will launch a pilot scheme and consultation on **Monday, 8 July 2024**, to test the effectiveness of body-worn camera technology in achieving law enforcement objectives.

The pilot will end on **30 August**.

The consultation will close on **13 September**.

### **Reporting Timetable;**

7 November Navigation Committee – consultation on the principle and effectiveness of BWCs

29 November Broads Authority – decision on whether to proceed with the use of body-worn cameras

**Supporting Documentation will be available on our website (Consultation pages) from Monday 8 July:**

- **Draft Policy on Body Worn Cameras**
- **Data Protection Impact Assessment (for the trial period)**
- **FAQ**

### **Consultation Feedback**

Please send your feedback to [dpo@broad-authority.gov.uk](mailto:dpo@broad-authority.gov.uk).

Mrs Sarah Hunt  
Clerk, Rollesby Parish Council  
58 Hercules Road  
Norwich  
Norfolk  
NR6 5HH

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

Your Ref:  
Date: 20<sup>th</sup> June 2024

My Ref: PLB079/HPD3/BR/001  
Tel No.: 01603 228939  
Email: [bimal.ranjit@norfolk.gov.uk](mailto:bimal.ranjit@norfolk.gov.uk)

Dear Mrs Hunt


### **Rollesby A149 Main Road - Speed limit extension**

Norfolk County Council is looking to extend the 30mph speed limit on Rollesby, Main Road as detailed on the attached drawing named **PLB079-HDP-0100-00 Site Location and consultation plan**.

Before progressing with the advertisement of the Traffic Regulation Orders associated with this proposal, I am hoping to receive your support for the scheme. I would be grateful therefore, if you could complete and return the enclosed reply slip before **19 July 2024**. If you would like to request an extension of this deadline, please contact me as soon as possible to agree an alternative date. I shall assume you have no comments if you do not contact me within the above-mentioned date. However, it should be noted that the opportunity to object will still be available during the formal advertisement period.

I trust the above information will be useful, however, should you wish to further discuss the matter please do not hesitate to contact me at [bimal.ranjit@norfolk.gov.uk](mailto:bimal.ranjit@norfolk.gov.uk)

Yours sincerely



Bimal Ranjit  
Engineer

Encl.

# Reply Slip

## Rollesby A149 Main Road - Speed limit extension

From:

Mrs Sarah Hunt  
Clerk, Rollesby Parish Council  
58 Hercules Road  
Norwich  
Norfolk  
NR6 5HH

I / We have considered the above proposals and:

am/are in favour /  
do not object

object

(please tick as appropriate)

Comments:

.....

.....

.....

.....

.....

Signed: ..... Dated: .....

Name (please print): .....

**Please return by 19 July 2024 to:**

Norfolk County Council  
Infrastructure  
Highways, Transport and Waste  
County Hall (1st Floor)  
Martineau Lane  
NORWICH  
NR1 2SG

**For the attention of Bimal Ranjit**

Or email: [Bimal.ranjit@norfolk.gov.uk](mailto:Bimal.ranjit@norfolk.gov.uk)



Notification: By Email

Date 28 June 2024

Our ref BA/2024/0005/TPO

Your ref

**TOWN & COUNTRY PLANNING ACT 1990 (as amended).**  
**TOWN & COUNTRY PLANNING (Tree Preservation) (England) REGULATIONS 2012**

Dear Parish Clerk

**Description: The Broads Authority Tree Preservation Order No. BA/2024/0005/TPO**

**Address: Broads End, Main Road, Rollesby, Norfolk**

On the **7 March 2024** the Broads Authority (the Authority) made the above Tree Preservation Order (Order) and sent you a copy of it along with the Formal Notice.

The Order was provisionally in effect for 6 months, from the date on which it was served. During this period the Authority is required to consider whether the Order should be confirmed, that is to say whether it should take effect formally. Before this decision is made the Authority must give consideration to any objections or other representations about any of the trees covered by the Order made by people affected by the Order and submitted within the 28-day period stated in the Formal Notice.

The Authority has received no objections to this Order. The Order has consequently been **confirmed without modification** by the Authority on the **28 June 2024**. A copy of the Order and the signed confirmation are attached. Please retain these documents for your records. The Order can also be inspected at the Broads Authority's Planning Department during office hours.

Yours faithfully

Mr Thomas Carter  
Planning Technical Support Officer