

# Two Councils - One Team

August 2020

## Members' Bulletin for South Norfolk Council

### August & September meetings 2020

Date	Time	Meeting	Location
14 August	10am	Joint Lead Members' Group	Via Zoom
24 August	9am	Cabinet	Via Zoom
26 August	10am	Development Management Committee	Via Zoom
9 September	9.30am	Scrutiny Committee	Via Zoom
10 September	10am	Development Management Committee	Via Zoom
18 September	10am	Joint Lead Members' Group	Via Zoom
21 September	7.30pm	Council	Via Zoom
23 September	10am	Development Management Committee	Via Zoom
28 Cabinet	9am	Cabinet	Via Zoom

**Note that all meetings may be subject to change at short notice.**

You can check the current programme of meetings and published agendas on our website at <https://www.south-norfolk.gov.uk/about-us/councillors-and-committees/committee-meeting-dates>

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## Message from the Managing Director



Well it's been a while since I have been asked to write in the Members' Bulletin and it seems like so much has happened. I don't plan to dwell on the COVID outbreak thus far, other than to say that our staff have simply excelled at getting a lot of work done, be that maintaining services, or delivering much needed food and medicines to people in our community, or working relentlessly to try and kick start our local economies as part of the 'Confidence Campaign'. There has been and continues to be, a lot of midnight oil being burnt to make things happen. To help focus our work I am pleased that both Councils have signed off the Recovery Plan, but am mindful that we don't fully understand what the next few months are going to bring as we start to see signs of an up-turn in infection rates and local interventions. It will be key for us to remain flexible in our response to circumstances as they unfold.

The question has been asked about getting people back to the office. Even at a national level, the messages have been perhaps less than clear, again linked to the at times conflicting priorities of getting the Economy moving and reducing the risk of a further large spike in infection rates. So I thought it might be useful to confirm our approach. We are currently working to have all of the required Risk Assessments and Mitigations in place and to move to a migration back to the office, for some staff, by the start of September. We have, however, learnt a lot and improved our remote working capability over the past few months. I do not, therefore anticipate us moving back to our previous model of working. We need to capture the advantages of remote working as well as ensure that we continue to build a strong team ethos and esprit de corps going forward. This is perhaps one of the liberating aspects of the current challenges that I would not want us to lose.

Many of you will be aware of the current debates on English Devolution and Local Government Reorganisation, we await the Government's White Paper in September and will keep you posted as things develop; so please do watch out for a briefing on the White Paper as and when it is released.

I know this has been a testing time for us all, with the promise of much more to come. When I was in the Royal Air Force, I once worked with a great Brigadier, who said to me "Holden, we have a saying in the Army, eat when you can eat and sleep when you can sleep." I think these were wise words and as we face an uncertain Autumn, we should all, Members, and staff seek to take some time away in the sunshine to recharge our batteries, ready for whatever lays ahead.

## Assistant Director, Economic Development

Following the meeting of the Joint Appointment Panel to interview candidates for the vacant post of Assistant Director, Economic Development, we are delighted to announce that Tig Armstrong has been successful and has accepted the role.

The standard of all applicants was extremely high and we would like to congratulate Tig on his appointment following what was a very tough and searching selection process.

As Tig has been with us on an interim basis he will take up his responsibilities as AD for Economic Development with immediate effect.

## Business Support Grants & Discretionary Grant Fund – Scheme Closure

The three support grant programmes put in place by the Government to offer support to businesses that have suffered financial impact as a result of COVID19 are due to close this month.

The Business Rates and Economic Development teams have already made support grants totalling £29 million to 2,500 businesses across our area. This work will continue until the scheme closes.

These grants have been vital to our economy helping ensure the survival of many local businesses.

**We are in the final stages of this programme and have been instructed by Government that the last date for grant awards is 28 August 2020.**

The vast majority of eligible businesses have now claimed grants. But if you are approached by any businesses who think that they may be eligible please ask them to contact us as soon as possible. Email us at [businesssupport@s-norfolk.gov.uk](mailto:businesssupport@s-norfolk.gov.uk) or call 0300 790 6290 or complete the application form on our website.

## Website and email update – [southnorfolkandbroadland.gov.uk](https://southnorfolkandbroadland.gov.uk) domain name

A single domain name for the two councils was approved by the central government naming committee in January 2020, following Council's decision to move ahead with the domain of '[southnorfolkandbroadland](https://southnorfolkandbroadland.gov.uk)' in December last year.

A single domain name provides us with the opportunity to have a shared customer facing website, alongside a single email address format, which was agreed by the two Councils.

The joint website will replace our existing two sites and use the new joint [.gov](https://southnorfolkandbroadland.gov.uk) domain name. The single website and platform will allow customers to connect through to appropriate services and key information, relevant to each Council through navigation and signposting.

Over the past few months we have completed analytical work looking at how customers use our website, asking for feedback on our various web pages, online forms and customer accounts whilst also speaking to customers who choose to phone or visit our building. This feedback and insight is now being used through the current design phase of the Project.

We hope to be able to share some of these designs with you during September, and an invitation will be emailed to you nearer the time to invite you to take part in a design workshop, but in the meantime if you have any queries please email Mel Wiles for further details on the project [mwiles@s-norfolk.gov.uk](mailto:mwiles@s-norfolk.gov.uk)

## South Norfolk Community Awards 2020

Nominations are currently open for the upcoming South Norfolk Community Awards 2020. The officer team have been working to put in place a timeline which would see the delivery of the awards ceremony on 6 October 2020 as originally planned. Naturally, being able to physically deliver the event is dependent on a number of factors to ensure that we are compliant with government guidelines, and an event is Covid-secure. With the likelihood of being able to deliver a physical event currently low, officers have spent time scoping out options to ensure that in the event we cannot run the usual ceremony, we will still be able to celebrate the contribution of volunteers to their local community by utilising other communication channels. Members will be kept up to date on plans as

they develop this via the Members' Bulletin.

Please continue to encourage people to nominate before 4 September at: <https://www.south-norfolk.gov.uk/residents/communities/community-awards-2020/nominate-your-local-hero>

If you have any questions about the Community Awards please contact Laura Woollacott at [lwoollacott@s-norfolk.gov.uk](mailto:lwoollacott@s-norfolk.gov.uk) or on 01508 533816

### **Morrisons supports the Community**

The Communities team has been working with Morrisons Community Manager in Diss, who asked us for help in finding a home for two pallet loads of food which we estimate to be worth around £1,000, the food is surplus and the normal delivery sources do not want/need the food.

We have arranged for the food to go Hope Hub on Ayton Road in Wymondham, this is where one of the FISH (Food in School Holiday) projects run from. We know that feeding children in the school holidays is a clear issue for parents on low income which has been made worse this year by COVID. Whilst based in Wymondham, the project supports families from a wider area.

The team was also successful in securing from the same branch of Morrisons £500 of household items for the Help Hubs, practical items such as saucepans, kitchen utensils, bedding, clothes for children, toothpaste, shower gel etc, anything that will help families or individuals who have very little finances. These items can be utilised across both South Norfolk and Broadland districts.

### **Members' Planning training**

A Member training session regarding Planning, will be held on **2 September at 2pm**, via Zoom. This session is for those Members who have not yet received any training on Planning. The session will include how we determine and make planning decisions and cover how you as a local Member and as a member of the committee, can play an active role in all decisions.

If you are interested in attending please contact Helen Mellors and she will forward you the relevant Zoom meeting log in details, email [hmellors@s-norfolk.gov.uk](mailto:hmellors@s-norfolk.gov.uk), tel 01508 533789.

### **New Planning Rules**

The Government are introducing a number of changes to planning legislation. These are summarised below together with the dates that they come into effect

#### **Extending Planning Permissions (from 19 August 2020)**

Measures have been introduced to provide for an extension to planning permissions and listed building consents which have lapsed or are due to lapse between 23 March and 31 December 2020. This extension will be to 1 May 2021.

The extension will apply automatically for permissions and consents which would lapse between 19 August 2020 and 31 December 2020. For any planning permissions which have lapsed between 23 March 2020 and 19 August 2020, these can be reinstated and extended subject to an Additional Environmental Approval.

### **Construction Site Hours (from 28 July 2020)**

Introduced measures to provide for a temporary, fast track deemed consent route for developers to apply to local planning authorities to vary existing conditions, or the details submitted under a condition, that limit construction site working hours. Local authorities have 14 calendar days excluding public and bank holidays to consider such applications.

If an application is approved, this will temporarily amend planning restrictions on construction working hours until 1 April 2021, unless another earlier date has been requested by the applicant or decided upon by the local planning authority, with the agreement of the applicant.

### **Upwards extensions**

New permitted development rights are being introduced to extend buildings upwards to create new homes and living space. Regulations allow purpose-built freestanding blocks of flats of three storeys or more to extend upwards by up to 2 additional storeys to create new homes, up to a maximum height of 30m. (From 1 August 2020)

A second phase of new permitted development rights to build upwards allow up to 2 additional storeys on free standing blocks, up to a height of 30 metres, and on buildings in a terrace (of 2 or more buildings) in certain commercial uses. They also allow up to 2 additional storeys on existing houses, detached or in a terrace, to create new self-contained homes or additional living space up to a height of 18 metres. Single storey homes will be able to add 1 additional storey. There are conditions and a number of prior approvals are required including on specific matters including the external appearance of the proposed development and its impact on the amenity of neighbours. (From 31 August 2020).

### **Additional days for temporary uses (from 1 July 2020)**

These allow a local authority to use land to hold a market and erect moveable structures on it for an unlimited number of days until 23 March 2021, and provide an additional 28 days for the temporary use of land for any purpose (or 14 days for use as a market or for car and motorcycle racing) between 1 July 2020 and 31 December 2020.

### **Changes to the Use Class Order (from 1 September 2020)**

The revisions reform and simplify the Use Classes Order to make it easier for high street uses to change use without the need for a planning application. This will create a new broad category of 'commercial, business and service' uses which will allow commercial, retail and leisure uses greater freedom to adapt to changing circumstances and respond to the needs of their local communities.

The regulations provide for the existing range of permitted development rights in the GDPO to be preserved as of 31 August until 31 July 2021.

### **Demolition and Rebuilding as Residential (from 31 August 2020)**

A new permitted development right to allow vacant and redundant free-standing commercial and light industrial premises, and residential blocks of flats, to be demolished and replaced with new residential units. At the same time the right will allow up to 2 storeys to be added to the height of the original building, to help create more homes, as long as the resulting residential building is no higher than 18 metres.

There are conditions and the right is subject to prior approval by the local planning authority.

### **Changes to Community Infrastructure Levy (CIL) (from 22 July 2020)**

Regulations introduced to give CIL charging authorities a discretion which is applicable for a limited time (in certain prescribed circumstances and if it is considered appropriate) to defer CIL payments, to disapply late payment interest and surcharge payments; and to credit interest already charged to developers.

## **Plan making (from 12 August 2020)**

With regard to the ability to progress plan making, changes have been introduced to remove requirements to make certain documents available for inspection at premises and to provide hard copies on request. The documents must, instead, be made available for inspection online. This will support local planning authorities and mayoral combined authorities to continue to progress up-to-date Local Plans and spatial development strategies.

## **Laboratory and office complex could generate further development**

State-of-the-art laboratories and office spaces are being built at Norwich Research Park in a scheme that could deliver up to 150 jobs and generate more development. Despite the restrictions of the COVID-19 pandemic, Walker Construction has continued to operate within Government guidelines and started work on the first phase of the scheme.

The work will see the completion of the James Watson Road (soon to be renamed Rosalind Franklin Road), up to Hethersett Lane and this will be followed by a new roundabout at Hethersett Lane to provide access to Quadram Institute and new developments on the Enterprise Zone site.

South Norfolk Council has invested around £3.3m in the 19,000 sq ft scheme and more than £550,000 towards the infrastructure. New Anglia Local Enterprise Partnership (LEP) has contributed £2.5m towards the building and £1.5m to the infrastructure work.

Some of the LEP's investment has been drawn from its Enterprise Zone Accelerator Fund, which in turn is funded through its £290m Growth Deal from Government. The Space to Innovate Enterprise Zone comprises 10 key sites across Norfolk and Suffolk, including part of Norwich Research Park. This multi-site zone will help to create 18,500 jobs over the next 25 years.

Chris Starkie, Chief Executive of the LEP, said: "This is an important opportunity to unlock further sites for development and it will be another flagship scheme for Norwich Research Park. It is in one of our Priority Places and Enterprise Zones and directly supports our economic strategy theme of driving business growth and productivity. This is an excellent opportunity to unlock the development of the site."

John Fuller, Leader of South Norfolk Council, said: "As we start thinking about the recovery phase that will follow our battle with COVID-19, there has never been a greater need to invest in our commercial infrastructure like offices and laboratories to drive the economy forward. I'm pleased that we are playing our part in ensuring our local economy does not miss a beat and making a start on a new phase of Norwich Research Park to make it easier for others to follow behind."

Norwich Research Park has one of the largest single-site concentrations of research in food, health and life sciences in Europe and is internationally renowned.

David Parfrey, executive chair of Anglia Innovation Partnership (the body that runs Norwich Research Park), said: "A core part of the Norwich Research Park Vision is to deliver regional growth. That means attracting inward investment, building career and employment prospects, and creating an environment for spin-out and supply-chain companies to flourish. This new development and supporting infrastructure are great opportunities that complement our Vision and will contribute to the success of the Park."



## EAMA and Marriott's Way 10k

COVID-19 has jeopardized the 2020 run calendar and was casting considerable doubt on our events being able to take place in October and November. However, a solution has been sought which ensures that our course fanatics still have the opportunity to run with us this year – by taking place in a virtual 10k.

Participants will have a week to run a single 10k distance and will be required to record their time via a fitness wearable so that it can be uploaded to an online leader board, each runner who completes the distance will receive a branded course medal.

By running virtual events we are able to preserve our places in the run calendar and provide an opportunity for residents to take part in a road race at a time when many others have been cancelled. We have also maintained our partnerships with Chip Timing, Total Race Timing and East Anglian Motor Auctions, which are all businesses based in the South Norfolk and Broadland area.

The runs will take place on the following dates:

- **Marriott's Way 28/9/20 – 4/10/2020**
- **EAMA 10k 23/11/20 – 29/11/2020**

Bookings are now open for these events; more information can be found on the Council websites. If you have any questions or comments please contact Matt Allen, Communities Officer at [mallen@s-norfolk.gov.uk](mailto:mallen@s-norfolk.gov.uk) or on 01508 533914.

## Staff changes

There have been a lot of staff changes across our One Team since the last Members' Bulletin was published in February.

Vacancies that are for internal staff only are on [Connect](#). Vacancies that are open to internal staff and the general public are on [norfolkjobsdirect.org](http://norfolkjobsdirect.org).

Starters		Date
Nia Roberts	Fitness Advisor	19/02/2020
Brittany Hicks	Leisure Assistant	01/03/2020
Oliver Scott	Marketing and Communications Apprentice	02/03/2020
Ann-Marie Veitch	Procurement Support Apprentice	02/03/2020
Helen Molloy	HR Lead	02/03/2020
Arkadiusz Mucha	Workshop Technician	16/03/2020
Ryan Evans	Team Leader	01/04/2020
Luke Manwaring	Team Leader	01/04/2020
Stephen Freeman	Cleansing Operative	06/04/2020
Benjamin Wyatt Turner	Senior Grounds Maintenance Operative	27/04/2020
Susan Adams	Housing and Benefits Technical Advisor	04/05/2020
Victoria Mitchell	Housing and Benefits Advisor	04/05/2020
Sarah Burell	Housing and Benefits Advisor	12/05/2020
Lucy Baldwin	Community Connector	01/06/2020

Michele Eager	Community Connector	01/06/2020
Theresa Lavery	Community Connector	01/06/2020
Jo Stiff	HR Business Partner	01/06/2020
David Smith	Housing and Benefits Advisor	09/06/2020
Karen Goldsmith	Council Tax Officer	15/06/2020
Charmaine Hudson	Council Tax Officer	15/06/2020
Sarah Riches	Council Tax Officer	15/06/2020
Nicholas Gee	Waste Collection Operative	22/06/2020
Lois West	Care and Repair Officer	29/06/2020
Amanda Widdows	Care and Repair Officer	29/06/2020
Aquiles Cabral	Waste Collection Operative	06/07/2020
Emma Cross	Warm Homes Fund Support Officer	08/07/2020
Robert Smith	Recreation Assistant	11/07/2020
Angela Butcher	Senior Procurement Officer	13/07/2020
Bridgit Heapy	Office Cleaner	13/07/2020
Joy Elsley	Community Connector	27/07/2020
Adil Anam	IT Business Support Officer	27/07/2020
Megan Alcock	Benefits Assessment Officer	03/08/2020
Nicola Gordon	Benefits Assessment Officer	03/08/2020
Phillip Olley	Benefits Assessment Officer	03/08/2020
Amanda Dunning	IT Business Support Officer	03/08/2020
Neil Prentice	Waste Collection Loader	10/08/2020
James Shreeve	Data and GIS Analyst	10/08/2020
Sarah Burston	Project Coordinator (Green Infrastructure)	17/08/2020
Nikki Kemp	Housing Technical Advisor	17/08/2020
Ian Kerrison	Corporate Fraud Officer	12/08/2020
Nigel Woods	Waste Collection Operative	10/08/2020
<b>Leavers</b>		<b>Date</b>
Paul Wood	Waste Collection Operative	19/02/2020
Amanda Burrage	HR Business Partner Operations	29/02/2020
Reece Ward	Waste Collection Operative	10/03/2020
Gary Cook	Waste Collection Operative	12/03/2020
Naomi Milosavljevic	Housing and Benefits Manager	15/03/2020
Ian Purdom	Procurement Consortium Manager	29/03/2020
Simon Elliott	Payroll and MI Officer	31/03/2020
David Jones	Planning Officer (East)	05/04/2020
Bob Fell	S106 Officer	19/04/2020
Peter Seal	Community Enforcement Officer	30/04/2020
Gerald Hudson	Cleansing Operative Toilets	30/04/2020
Rachel Whittleton	Office Cleaner	01/05/2020
Stephen Goddard	Leisure Operations Senior Manager	10/05/2020
Eileen Mirkin	Payroll and MI Officer	17/05/2020



Samantha Cayford	Policy and Partnerships Manager	18/05/2020
Keith Trail	Waste Collection Driver	03/06/2020
Simon Sewell	Delivery Driver	17/06/2020
Ashley Breeze	Waste Collection Operative	21/06/2020
Nia Roberts	Fitness Advisor	23/06/2020
Jessica Braby	Benefits Assessment Officer	24/06/2020
Barbara Hornbrook	Heritage Officer (Central)	01/07/2020
Michael Finlay	Leisure Assistant	31/07/2020
Jodie Butler	HR Business Partner	23/08/2020
Catherine Morris-Gretton	Strategic Marketing and Communications Manager	16/08/2020
Anthony Cameron	Assistant Surveyor	21/08/2020
Sara Utting	Senior Governance Officer	25/09/2020
<b>Movers – transferring roles as part of the structure changes</b>		<b>Date</b>
Marie Preston	Community Enforcement role	10/02/2020
Mark Deveney	Specialist in Community Support	09/03/2020
James Riseborough	Contracts Assistant	19/03/2020
Jake Kubala	Lead Community Connector	01/06/2020
Donna Scott	Community Connector	01/06/2020
Susan Yuen	Electoral Services Officer	22/06/2020
Greg Babstock	Customer Services and Administration	06/07/2020
Jo Shirling-Rooke	Housing Officer	06/07/2020
Olly Smith	Delivery Driver	20/07/2020
Craig Fisher	Waste Collection Operative	20/07/2020
Abi Bilby	Customer Services and Administration Assistant	22/07/2020
Peter Kerrison	Senior Planning Officer	27/07/2020
Sarah Everard	Principal Planning Officer	27/07/2020
Tim Barker	Principal Planning Officer	27/07/2020
Tig Armstrong	Assistant Director – Economic Growth	29/07/2020
Emily Burrows	Business Support Administrator	03/08/2020
Madi Burley	Fitness Advisor	03/08/2020
Edward Blowfield	Fitness Advisor	03/08/2020
Megan Taylor	Customer Service Advisor	10/08/2020
Mia Witcher	Business Support Administrator	10/08/2020
Jack Edwards	Marketing and Communications Officer	17/08/2020

***Contact details for all staff can be found by searching their name on Connect***