Chedgrave Parish Council

To: Members of Chedgrave Parish Council

You are duly summoned to attend the Chedgrave Parish Council Meeting on Thursday 3rd September 2026 7pm **at the Brian Clarke Room, Chedgrave.**

Sarah Vergette
Clerk & RFO, Chedgrave Parish Council
25th August 2026

Public Attendance

Members of the public and press are welcome to attend. At item 5 the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration for inclusion at future meetings. The item will generally be limited to ten minutes duration.

Agenda

1. To consider apologies and reasons for absence.
2. Declarations of interest and requests for dispensations by councillors.
3. To approve as accurate the minutes of the previous council meeting.
4. To discuss matters arising from those minutes not on this agenda.
5. To adjourn the meeting to allow public participation.
6. To receive reports from: District and County Cllrs, Police, Parish Cllrs and clerk.
    a. To note update report for Jubilee Hall
    b. To receive update from PFC – year end finance update
    c. To receive update on road safety and agree priorities
    d. To review the Community Engagement event

Financial Matters

7. To approve payments – separate schedule
8. To approve bank reconciliation
9. To discuss a meeting for the Finance Working Group
10. To discuss grant application for Chedgrave Common Charity
11. To discuss whole council training & Subscription to NPTS
12. To note Clerk's Annual Salary Award 3.3% increase back dated to April 2026

Planning Matters

13. To discuss BA planning application 2026/1886
    Proposal: Construction of 5 x cattery pens for mixed commercial/domestic use. Relocation of existing shed.
    Location: 14 Langley Road
14. To note and discuss GNLP Scoping Plan
15. To note and discuss Parish Partnership Scheme
16. To discuss any other planning matters

Other Matters

17. Pits Playground – to discuss any updates

    a. Signs for play area
18. Brian Clarke Room – to discuss any updates
19. Allotments
    a. To discuss the future of the allotments
    b. To discuss email relating to bonfires on the allotments
    c. To note and discuss items relating to the Allotments AGM
20. Correspondence
    a. To discuss email regarding dog mess signs
    b. To discuss email regarding parking
21. To receive items for the next meeting.

Date and time of next meeting Thursday 1st October 2026 at 7.00pm, Brian Clarke Room, Chedgrave.
Agenda items to the clerk by 28th September 2026 please.

Tel: 01508 528310

Checklist for information enclosed with the application:

☐Completed application form

☐Copy of your Accounts for the last financial year. If you do not have these, a copy of your management accounts.

☐ Equality & Diversity Statement. If your organisation has an Equality Policy, please include it with your application. If not, please tell us, in no more than 50 words, how your organisation tackles discrimination and promotes equality and diversity.

Please See Chedgrave Parish Council Policy on equality and diversity that the Trusteeship is bound by.

Tick this box to acknowledge that you will provide us with follow up information as stated in the grant awarding policy above ☐X

Please refer to our website to find out more about the way we treat personal information.

Signed: Date: 1/4/26

Name: Phil Varney

Position: Chair of The Trusteeship – Chedgrave Common Charity (Charity Number 255453)

APPLICATION FORM

(please complete in black pen)

Name of Organisation Applying for the Grant		*Chedgrave Common Charity*	
Charity Registration Number (If Applicable)		255453	
Web Address			
Main Contact of Applicant Phil Varney		Name	*Sarah Vergette (Parish Clerk)*
		Address	
Telephone Number	*CPC*	Email	*CPC*

What are the aims of your project/activity in no more than 50 words

To fulfil the Chedgrave Parish Councils obligations as sole trustee of the Chedgrave Common Charity as laid out in the Chedgrave Common Charity Scheme 255453 dated 11/3/15

Summary of project/activity for which funding is sought in no more than 200 words

In preparing your summary you should also address the following questions when submitting your application

a. *What the project/activity is all about?*
b. *Who will benefit from the project/activity? How will Chedgrave residents benefit? How many people will benefit?*
c. *What will the benefit/s be?*
d. *Who will be responsible for delivering the project/activity?*
e. *What will funding be spent on?*
f. *How will the project/activity be funded once the funding from the Parish Council comes to an end?*

To maintain the common as a recreational space for the parishioners and to work with Norfolk Wildlife Trust and the Broads Authority to protect and enhance the natural wildlife on the common.

To manage the Common to provide a safe natural environment for dog walkers, nature enthusiasts and the general public to enjoy this very attractive open space close to the river and the Wherrymans Way Footpath.

To manage the maintenance of stock fencing, Gates and ground control attending to regular cutting of Bracken etc. To also manage the grazing of stock on the common from time to time.

To organise public liability Insurance to protect the public and the Trusteeship.

To manage fund raising from time to time to achieve specific project outcomes as defined by the Trusteeship.

To liaise, as required, with the Charity Commission on all matters relating to the Charity Scheme dated 11/3/15 in order to keep the Charity Scheme up to date and relevant.

To take legal advice and action as required to protect the integrity of the Common and the aims and objectives of the Chedgrave Common Charity Scheme.

Total cost of project/activity	

Authorised 2026/27 Budget and transactions to date

Last Updated 27/07/2026 15:29

Source of Income	Budget	YTD	%
Interest	£141.00	£22.98	16.3%
Grants / Donations	£4,000.00		
Grazing Rent	£15.00		
UKPN Wayleave	£39.86		
Potential VAT refund			
Other 2			
Maintenance			
Total Receipts	£4,195.86	£22.98	0.5%

Budget Line	Budget	YTD	%
Insurance	£500.00		
Secretary's Salary	£650.00		
Statutory and Legal			
Maintenance	£500.00	£34.81	7.0%
Project - reclaim plus bench/signs	£2,000.00		
Reserves transactions			
Bank Charges		£21.00	
Other 3			
Total Payments	£3,650.00	£55.81	1.5%

Staff Hours to be agreed as part of the Grant
Suggest allocation of up to 10% of Clerk hours per annum

Amount requested from Chedgrave Parish Council	***£4000 as per CPC budget provision***
Outline details of source/s of other funding	None at this point but potential for future fund raising to support defined projects
Organisation	Amount
N/a	

Total duration of the project/activity	Anticipated start date	Anticipated completion date
Ongoing	***1/4/26***	***Ongoing***

I confirm that this information is correct to the best of my knowledge

Signed on behalf of the Applicant:

Signed:

Print Name: PHIL VARNEY

Date: 1/4/26

CHAIR OF TRUSTEESHIP - CHEDGRAVE COMMON CHARITY.

NORFOLK PARISH
TRAINING & SUPPORT
a trading name of Local Council Training & Support LLP

Support subscription for Chedgrave Parish Council for 2026-27

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

We are an independent training and support organisation currently supporting over 250 local councils, ranging from small parish councils to larger town councils. We have many years of clerking experience between us and because we are practicing clerks ourselves, we know what clerks and councils are dealing with right now.

What we offer:

- **Support** via email (**team@norfolkpts.org**) and telephone (**01603 857004**). We work as a team to answer and respond during office hours (Monday-Friday, 9am-5pm) using a shared email address and phone number. No question is too small or too silly, no challenge too large, and we always respond quickly – usually the same day.

- **Training** discount of 20% on our advertised courses (see www.norfolkpts.org)

- Free attendance at our **networking** events held throughout the county and free **online networking for officers and chairs**.

- **Document library** including template documents and topic briefings.

- Monthly **newsletters** to keep you up to date.

- **Advice** from associates when you need an expert on subjects such as HR, legal services, Data Protection, Freedom of Information and planning. All our associates offer 15 minutes free advice, after that they will be willing to quote for any additional work.

- Access to preferential rates with **Parish Online**, mapping, gov.uk emails and domain and websites.

- Access to preferential setup rates with **Scribe,** https://resources.scribeaccounts.com/partnerships/norfolk-parish-training-and-support/

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.

The annual fee for our support service is 1% of precept capped at £575 and with a minimum charge of £60 (plus VAT).

The fee for this support service for Chedgrave Parish Council from 1 September 2026 until 31 March 2027 is £333.08 (plus VAT).

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

Sara Campbell
Norfolk Parish Training & Support
https://www.norfolkpts.org
01603 857004
31 July 2026

South Norfolk COUNCIL

The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Kerry Sturman
Chedgrave

Our ref 2026/1886

5 August 2026

Dear Sir/Madam,

Proposal: Construction of 5 x cattery pens for mixed commercial/domestic use. Relocation of existing shed.
Location: 14 Langley Road Chedgrave Norfolk NR14 6HD
Applicant: Mr Douglas Ilott
Application Type: Full Planning Permission

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THG70HOQFG700 by using the Further Information tab. **Please note**: any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at **www.southnorfolkandbroadland.gov.uk** or by post before 26 August 2026. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note**: any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

Norfolk County Council

Infrastructure
County Hall
Martineau Lane
Norwich
NR1 2SG

My ref: HI/12/GEN/PF3041/DN
Your ref:
Phone: 0344 800 8020
Text relay: 18001 0344 800 8020
www.norfolk.gov.uk
Email: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or 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 twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our webpage.

The County Council has provisionally allocated £500,000 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 for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, 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 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027.** Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

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

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. 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. Further details are in the relevant committee report on our webpage.

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - 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 and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council**. **Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our webpage.

- 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. Please note that these signs are advisory only and cannot be enforced.

- "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). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).

- New Bus Shelter. 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.** Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.

- 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 – A webpage containing useful information is now live.

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 webpage.

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 any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
    - essential from your Local Member
    - frontages and landowners.
    - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a 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. 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 faithfully

T Dickerson

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

FreshairFitness
The outdoor gym specialists

Chedgrave Recreation Ground

Health & Safety Notice for the Outdoor Gym Equipment

- This is NOT children's play equipment.
- Users use this equipment at their own risk.
- Minimum height for use of this equipment is 1400mm (4ft 7in).
- The equipment is intended for use by youths and adults.
- Please read and follow the instructions on each piece of equipment before use.
- If you have any doubts about your health or fitness, please consult a doctor or training professional before use.
- Avoid over exertion and stop if you feel faint or dizzy.
- Keep well hydrated, particularly on warm days.
- Do not use under the influence of alcohol or drugs.
- Please use the equipment with respect.
- Stand clear when equipment is in use.
- Do not use if the equipment is damaged or broken, and report the damage.

In case of Emergency, dial 999

Address of this equipment

The Pits Play Area, Hardley Road, Chedgrave NR14 6NF

What3Words: nudge.training.juggles

Tel: 07592 933174 - Email: clerk@chedraveparishcouncil.gov.uk

NGF Play Ltd

Manor Farm, Gressenhall
Dereham, Norfolk, NR20 4EF
United Kingdom

Website www.ngfplay.co.uk
Telephone: 01362 869071

API Member

SALES QUOTE

Issued To:

Chedgrave Parish Council
Hayley Goldson
6 Farm Close
Chedgrave, Norwich
Norfolk
NR14 6HQ

Deliver To:

Chedgrave Parish Council
Chedgrave Recreation Ground
Glebe Drive
Chedgrave
Norfolk
NR14 6JB

Issue Date	Expiry Date	Reference	Number
14/07/2026	12/10/2026	Signage	Q-26289

Description	Qty/Hrs	Price/Rate	VAT %	Net
OUTDOOR GYM & FITNESS EQUIPMENT - SIGNAGE				
Health and Safety Sign for Outdoor Gym & Fitness Equipment with timber posts	1.00	285.00	20.00	285.00
Delivery & Installation	1.00	350.00	20.00	350.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£635.00	£127.00

Total Net	635.00
Total VAT	127.00
TOTAL	**£762.00**

Terms and Conditions:

All prices subject to a site visit and good vehicular access to site, water and electricity.

Commercial play equipment installed to British Standards BS EN1176
Safer Surface installed to British Standards BS EN1177
Outdoor Gym equipment installed to EN957 & EN16630

The title of the goods remains with NGF Play Ltd until paid for in full.

Payment terms:
Commercial - 30% deposit. Balance at time of installation.
Residential - full payment at time of ordering.

Account no.: 69505608 Sort code: 60-15-31
Please notify us by email when paying by BACS

NGF Play is a member of API (Association of Play Industries)
Find out more at www.api-play.org

Registered in England and Wales No. 8191385 , VAT Registration Number GB 813527639
Registered Address Manor Farm, Gressenhall, Dereham, Norfolk, NR20 4EF, United Kingdom

Morning Everyone

After their April meeting, Loddon Allotment Society decided to put forward a request to LTC to amend plot letting terms to enable tenants to have bonfires on site from 1st September to 30th November. The current terms dictate that bonfires are only allowed in the month of October.

Dave and I voiced our concerns at LTC's May meeting and this prompted a questionnaire to all plot 45 plot holders, to which only 8 responded. 7 for and 1 against, which was us.

I have written to the LTC clerk and she has confirmed that this will be an item for discussion on their September 9th agenda so I wanted your thoughts as I feel that in light of the summer we have had and future summers we could have, fires have become, excuse the pun, a hot topic.

Having watched the destruction on the news that fires have had this summer on communities and wildlife, how can extending the bonfire period be a sensible consideration? In my opinion, they should be banned altogether especially as they are now forecasting that September will also be dry, and so according to the current letting terms, someone could light a bonfire on October 1st and we may still not have had any rain!

What is more important and why I think Chedgrave Parish Council need to voice our concerns is because surrounding the perimeter of the allotments are homes belonging to Chedgrave residents, and also Loddon Mill which is a listed wooden structure that would be particularly vulnerable to fire. All of the homes along the west side of Bridge Street, back onto the allotments and gardens of properties on Norwich Road, one of which is a listed house of considerable size, run alongside the northern section of allotments. These would all be exposed to increased risk of fire and would also be exposed to the smoke.

Unfortunately, due to a prior commitment, Dave and I won't be able to attend the next meeting of LTC which is on Wednesday 9th September, but was wondering if this should be an agenda item at our next meeting on the 3rd September and then, depending on how we feel as a council, this could be voiced either by yourself Kay (if that is allowed) or by another member who is able to make that date?

Another important issue we might consider is our own policy on bonfires at the Chedgrave allotments. I haven't seen a copy of the letting terms to know what this is.

Please let me know your thoughts and advice on this very current subject.

Kind regards

Rebecca

Hello Sarah,

Please find attached the minutes from 8th July for information. Our best attended meeting for years.

There are a number of actions arising that I need to draw to CPCs attention.

6.3 Allotment Lease - The AGM was disappointed that the uncertainty continues, though we understand this is the landowners decision. I also need to alert you that in addition to the issue of a year's notice, a further complication with the timing of discussions is that the rent falls due 1st January each year. It would be reassuring if the CPC could confirm this will be refunded if the lease is not renewed.

The other items all concern potential work for Community Payback. If the teams are a similar size to last year then probably 2.5 days work all together.

1. (6.2) Hedge - we would like the PC to arrange for Community Payback to cut back another section of the hedge, in January or February next year - upwards from the gate to the corner on the west side. This is quite short and probably only a day's work. The hedge cutting is phased and timed to ensure there are always nest sites, flowers for pollinators and berries for winter food. As last year I am happy to be on hand to get them started and liaise.
2. (7.a) Skip - it was requested that the PC provide a skip and we clear some of the clutter left on plots. We would either organise a working party or could move stuff to the end of plots and CP could load it in the skip.
3. (7.c) Bob's Bins - I cleared the 3 external compost bins at the orchard end in the spring and these are available to use properly again. Last year the CP Team said they would clear and sort the material in the 4 external compost bins, if they had time. This wasn't on their list though. Maybe we could include it this time?

It's been a difficult year at the allotments and I don't think it will get any easier next year.

Regards
Andrew
Andrew Milner
on behalf of Hardley Road Allotment Association

Correspondence
20a
Good afternoon

Please could you advise as to obtaining and erecting some clear up your dog mess signs, as we are trying to maintain the verge outside the rear of our property on Langley Road and we have noticed an increase in dog poo, which is not pleasant when strimming or mowing, not that we have done lately due to no need to. There are two bins within 30-50m.

Regards

20b

I have lived in Chedgrave for 18 years, and have watch lots of traffic issues.

I understand why you have organised the one way system for traffic working round the house on Langley Road, however, I think you need to go a little further - people who live in the houses near the White Horse turn are still parking in their usual, but highly awkward places, which is made much more difficult if a large vehicle tries to get round that tight corner.

In my opinion, parking there should be banned. Now that the businesses have been closed, there is more space in that car park area - why can't the residents park in there.

They could just walk through by the building which was Cannells . At most times, they park way to far up towards Chedgrave shops, and it is very difficult to see past them to see if it is clear to overtake the vehicles and get to the White Horse junction safely.

I would be very grateful if this could be considered, and acted upon, hopefully before Langley School starts again, as that road gets extremely congested then.

I believe car parked on that narrow road would be safer too, and less likely to get knocked or scraped by passing vehicles !