

Community Reference Form

This form is for Parish and Town Councils, Parish Meetings, Neighbourhood Action Panels and the South Norfolk Alliance to raise topics of concern to South Norfolk Council to enable investigation by the appropriate Scrutiny Committee, or other method as appropriate.

To ensure that Scrutiny's work is most effective, members must prioritise. When deciding which topics to scrutinise, the primary aim is adding value to the work of the Council, focusing on the things that matter most and which could make a real difference to the local community.

For this reason, Scrutiny does not get involved with individual cases or minor matters, which should be addressed through other channels, including the appropriate service area or ward councillor. Scrutiny does not deal with individual complaints, which should be directed through the Council's Complaints, Compliments and Suggestions procedure.

1. Description of the Topic

Please describe as fully as possible what the issue is with specific examples where possible

2. Why Are You Raising the Topic?

Please explain what has prompted you to raise the topic, e.g. concerns by residents, etc

3. Who Does it Affect?

Please describe if any other parishes are affected, or if is local to your area, how many residents are affected?

4. What Solutions Have Already Been Tried?

Please describe what avenues to solve the issue have already been tried and the outcomes.

5. What Outcomes Are Required?

Although a specific solution may not be possible, it will assist the committee if you describe what outcome or solution you would prefer.

6. What (If Any) Are the Critical Deadlines?

Please make clear if there are specific deadlines for this topic.

7. Any Other Relevant Information

Please use this space to provide any other information that may assist the committee.

8. Signature by Chairman or Clerk

Please ensure the form is signed by the parish clerk, or chairman of the body raising the issue

Council or Body raising the issue..... Date.....

Signature..... Name.....

Position.....

Please return this form to the Scrutiny Officer by post:

Scrutiny Officer
South Norfolk Council
Swan Lane
Long Stratton
Norwich
NR15 2XE

Or by email: democracy@s-norfolk.gov.uk