

**Subject: Estates – Loddon Fire Station site – Submission of planning application for police beat office.**

**Originator:** Duncan Potter – Head of Estates.

**Decision no:** 26/2026

**Reason for submission:** For decision.

**Submitted to:** The Police and Crime Commissioner for Norfolk.

**Summary:**

1. It is proposed to relocate a Police portable cabin from the old Sprowston Police Station site to the Loddon Fire Station site to provide a local beat office and enhance 999 response times in the area. Police and Crime Commissioner (PCC) approval is sought for submitting a planning application.

**Loddon Fire Station – Frontage.**



**Recommendation:**

The PCC approves the submission of a planning application for a Police portable cabin to be sited at Loddon Fire Station.

**Outcome/approval by:** Acting Police and Crime Commissioner for Norfolk – Mark Stokes

*The recommendations as outlined above are approved.*

**Signature:**



**Date:** 09/06/2026

## Detail of the submission

### 1. Objective:

- 1.1 This paper seeks the PCC's approval to the submission of a planning application for the siting of a new police portable cabin at Loddon Fire Station to provide a local beat office to help improve local 999 response times.

### 2. Background:

- 2.1 It is proposed to relocate an existing portable cabin office and store premises from the PCC's old Sprowston Police Station site to the Loddon Fire Station site, which is own by Norfolk County Council and managed and used by the Norfolk Fire & Rescue Service.
- 2.2 Following an on-site meeting with colleagues from the Norfolk Fire & Rescue Service it is proposed to relocate the portable cabin in the location as illustrated on plan B below, which will provide a police office and store. Police Officers will be able to use the toilets, showers, and kitchenette facilities in the adjoining main Loddon Fire Station buildings. An area for four car parking spaces will be provided next to the portable cabin.

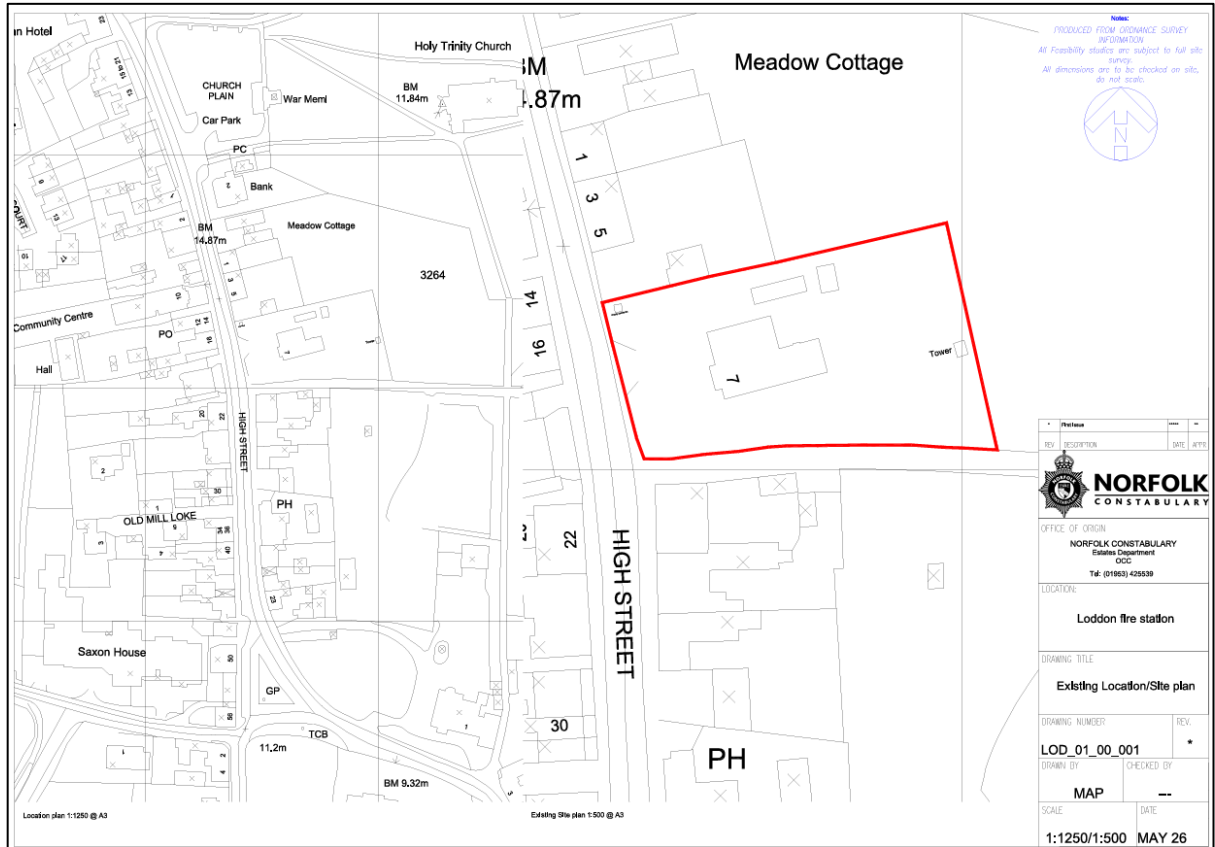
### 3. Areas for consideration:

- 3.1 Heads of terms will be reviewed with Norfolk County Council's Corporate Property Department for a future lease to formalise the PCC's use of the site and a separate report will be submitted to the PCC this decision in circa two months' time.

### 4. Other options considered:

- 4.1 The NHS also have a portable cabin located on the Loddon Fire Station site for local 'first responders,' but this is not big enough to share for police purposes too.

## PLAN A - Loddon Fire Station – Site Location.

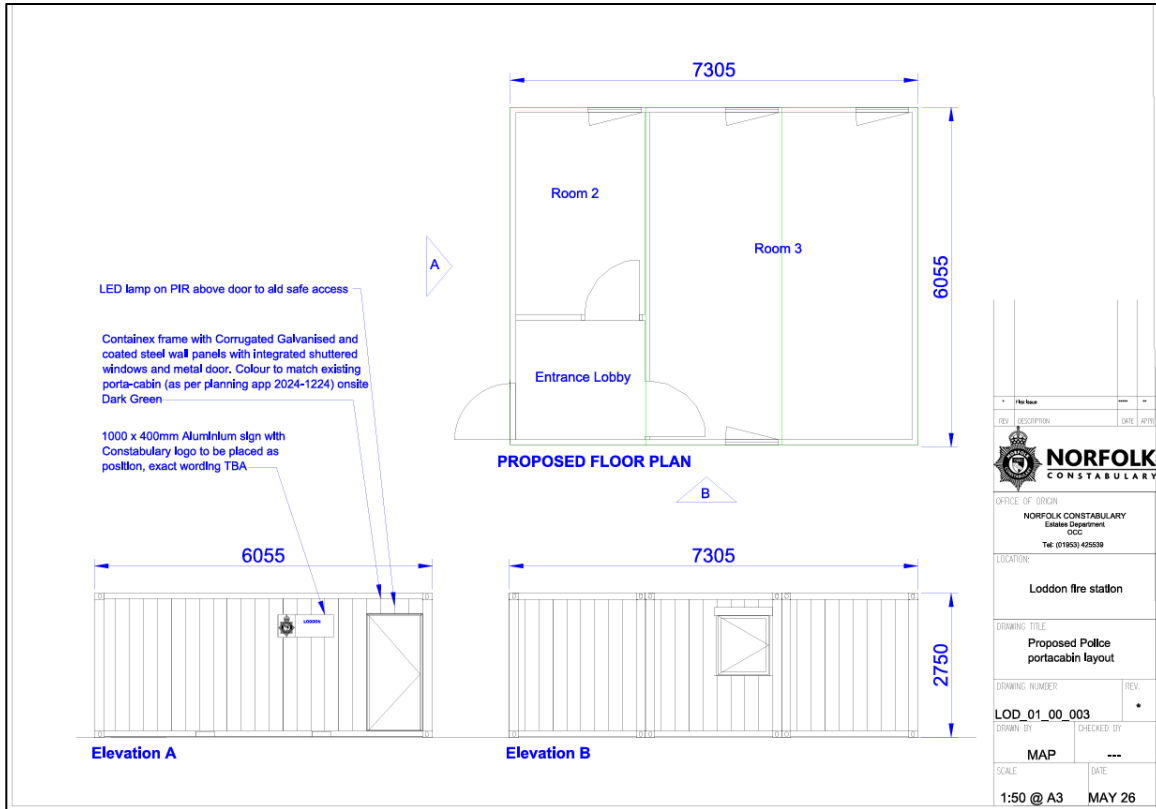


## PLAN B - Loddon Fire Station – Police Portakabin Location Edged blue.

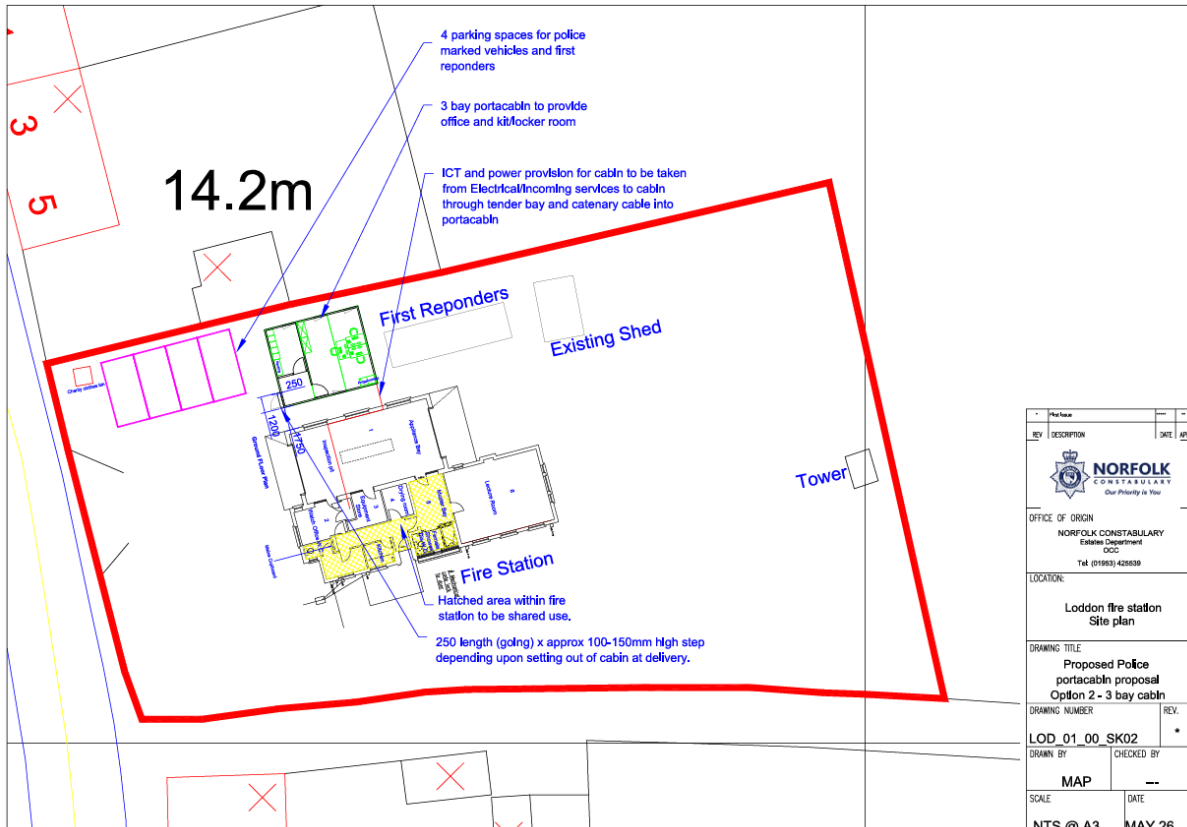


## PLAN C - Loddon Fire Station – Police Portakabin

### Proposed Internal Layout & External Size.



## PLAN D - Loddon Fire Station – Site Detail.



## **5. Strategic aims/objective supported:**

- 5.1 This proposal supports the PCC's Police & Crime Plan 2025-2029 objective of Reducing Harm – linked to speed-up emergency response times.

## **6. Financial and other resource implications:**

- 6.1 The estimated cost of the planning application is £1,500.
- 6.2 The costs to relocate the portable cabin and use the site will be outlined in a further decision report to the PCC.

## **7. Carbon Emissions and Other Environmental Implications:**

### **Carbon Emissions**

- 7.1 There is no material impact on our carbon emissions from the use of the portable cabin as it is transferring from one PCC site to another.
- 7.2 The provision of the local beat office in Loddon may help to reduce police car fuel use and emissions by reducing travel distances from other south Norfolk police stations.

### **Environmental Implications**

- 7.3 No material implications to local biodiversity as the portakabin is to be sited on a hard-standing area of the Loddon Fire Station site. Biodiversity will be enhanced to the site by adding two bird boxes and two flower planters.

## **8. Other implications and risks:**

- 8.1 No further material implications and risks in connection with the proposed planning application.

Originator checklist (must be completed)	Please state 'yes' or 'no'
Has legal advice been sought on this submission?	<b>No.</b>
Has the PCC's Chief Finance Officer been consulted?	<b>No.</b> (Consultation will be relevant for the next Loddon decision report on proposed lease terms and fit out costs).
Have equality, diversity and human rights implications been considered including equality analysis, as appropriate?	<b>Yes</b> – No material implications.
Have human resource implications been considered?	<b>Yes</b> – No material implications.
Is the recommendation consistent with the objectives in the Police and Crime Plan?	<b>Yes</b> - as outlined in paper.
Has consultation been undertaken with people or agencies likely to be affected by the recommendation?	<b>Yes</b> – Norfolk Fire & Rescue Service who are supportive.
Has communications advice been sought on areas of likely media interest and how they might be managed?	<b>No.</b> Update will be given to PCC & Constabulary Comms staff on submission of planning application.
Have sustainability and environmental factors been considered? (e.g. biodiversity, employee commuting, business travel, waste and recycling, water, air quality, food and catering and estates construction)	<b>Yes</b> - No material implications.
In relation to the above, have all relevant issues been highlighted in the 'other implications and risks' section of the submission?	<b>Yes</b> - No material implications.

**Is this report a Confidential Decision?**

**No.**

If yes, please state reasons below having referred to the [PCC Decision Making Policy](#)

**Approval to submit to the decision-maker** (this approval is required only for submissions to the PCC).

**On behalf of the Chief Executive**

I am satisfied that relevant advice has been taken into account in the preparation of the report, that the recommendations have been reviewed and that this is an appropriate request to be submitted to the PCC.

**Signature:** 

**Date: 10/06/2026**

**Chief Finance Officer (Section 151 Officer)**

I certify that:

a) there are no financial consequences as a result of this decision,

Or

b) the costs identified in this report can be met from existing revenue or capital budgets,

Or

c) the costs identified in this report can be financed from reserves

And

d) the decision can be taken on the basis of my assurance that Financial Regulations have been complied with.

**Signature:** 

**Date: 09/06/2026**

**Public access to information:** Information contained within this submission is subject to the Freedom of Information Act 2000 and wherever possible will be made available on the OPCC website. Submissions should be labelled as 'Not Protectively Marked' unless any of the material is 'restricted' or 'confidential.' Where information contained within the submission is 'restricted' or 'confidential' it should be highlighted, along with the reason why.