

Hales & Heckingham Parish Council

MINUTES

Held on 20th October 2021 in Hales Assembly Hall

Present:

HHPC Councillors: Sheila Beckett (SB) – Chairman
Georgina Beckett (GB)
Phil Grimes (PG)
Manik (AP)
Andy Woodman (AW)

Clerk: Eleanor Bannister (EB)

Other attendees: Cllr. Kay Mason Billig, Richard Squires, South Norfolk Council (SNC) & Broadland Council (until 8.30pm). Alan Hale, Neighbour Watch Co-ordinator (until meeting reconvened after the public forum)

The meeting was opened at 7.30pm.

21/053 Welcome - The Chairman welcomed everyone.

21/054 Apologies & Approval of Absences - Apologies were received in advance from Cllr. Luisa Ferrari. Apologies also received from Cllrs. Jeremy Rowe and Barry Stone.

21/055 Declarations of Interest for items on the agenda – None were received.

21/056 Ratification of the Minutes of the meeting held on 8th September – The Minutes were ratified.

21/057 Action Log from Meeting on 8th September – See Action Log on pages 6 to 8.

21/058 County & District Councillor updates - Please see Appendix 1. for Cllr. Jeremy Rowe's report, and Appendix 3 for Cllr. Barry Stone's report. Cllr. Kay Mason Billig reported:

- There was a new grant of £2K available to smarten up the front of retail, restaurant and business premises. This was available to 200 business and needed to be spent by 31st March 2022. For information and an application form visit: www.southnorfolkandbroadland.gov.uk/business/south-norfolk-shop-front-improvement-grant-scheme.
- Loddon telephone exchange would be moving to fibre optic cabling in 2023 for every household. (Hales & Heckingham were within the Raveningham exchange so this would not yet apply to the area.)
- George Lane Roundabout works had started, and the top of George Lane would be closed from half term for a number of weeks.
- There had been flooding in several areas in the ward and they were trying to appoint an officer to address the issue of ditches not being cleared. The Council confirmed this was an

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in issue in the area, not helped by 'wash-off' from the fields on to the roads, and now by the abandoned car in a ditch alongside the A146. Cllr KMB said they would chase up the issue of the car with the Police.

21/059 Neighbourhood Planning (NP)– Richard Squires (RS), Senior Community Planning Officer, Broadland District Council / South Norfolk Council gave a talk highlighting the concept and ideas that can be developed, the process, and how to access support and funding. The presentation is attached as Appendix 2. Additionally:

NPs are the result of the 2011 Localism Act. Regarding the process, a NP working group would need to designate the area that will be covered which is normally the parish boundary but not necessarily. Factual and statistical data can be sourced from SNC and when submitting a NP to SNC, it should include a map, introduction, history, vision for the next 20 years, plus the objectives in relation to the natural and built environment, transport issues etc. The policies included must then demonstrate how the objectives will be met.

Questions raised not covered in the presentation included in relation to the monitoring process and RS recommended having on-going dialogue with the planning officers. RS also noted that it was worth the investment in time and money as a NP does influence outcomes. Also even if a significant planning application was already approved, a NP could still include policies regarding how the site should be laid out, the mix of housing and for example, environmental considerations. To ensure the process is not divisive, there should be regular, transparent communication with residents throughout. In relation to timings, once a NP is sent to SNC, it can take up to six months before the final referendum can be held. To ensure the whole village was supported by a NP, RS noted a NP could include 'connectivity' plans with community infrastructure policies, and he could advise which villages had previously included these.

The Chairman thanked Richard Squires for providing the valuable overview which the Council would consider further.

21/060 The Meeting was adjourned for the Public Forum

Alan Hale (AH), the Neighbourhood Watch (NW) Coordinator outlined the benefits of membership:

- ✓ Discounted home insurance through the COOP Free home security survey by ERA.
- ✓ Up to date advice and guidance on fraud and cybercrime.
- ✓ Latest scam information from the Norfolk Police.
- ✓ Being part of a safer community.
- ✓ Neighbourhood Watch "Members' Guide" which has useful tips and information.
- ✓ FREE booklet, sticker and regular updates no membership costs.

He also confirmed that given other commitments he had to stand down as coordinator by 31/12/2021. The time required as coordinator was circa 4 hrs. per month. A handover would be provided and in the next mailout, he would confirm he was standing down and ask anyone interested in becoming the Coordinator to contact him or the Clerk.

ACTION: Cllr. SB to highlight NW benefits and coordinator vacancy in the next issue of Chet Contact Magazine. Cllr. PG to highlight NW on Facebook.

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The Council expressed their very sincere thanks for all Alan's invaluable work over the last five years and the meeting was reconvened.

21/061 Old Village Hall Working Group – There was no update.

21/062 Planning Working Group

South Norfolk Village Clusters Housing Allocations Plan Consultation: www.south-norfolk.gov.uk/vchap – There was an identified 'preferred' site in Hales for 35 dwellings, to the rear of the current HAL1 allocation. Cllr. SB noted that FW Properties would attend the next Council meeting on 24/11 to give an update on HAL1 and outline the proposals for the next phase to the rear of HAL1.

21/063 Environment & Amenities Working Group

63.1 Playground – The Clerk had previously circulated an update and noted that all but one of the issues that were outstanding from the annual inspection had been addressed and the weekly playground inspection reports were all in order. Additionally, the Council approved the draft grass-cutting invitation to tender contract for 2022 to 2025.

ACTION points:

- Clerk / Cllr. PG to post grass-cutting invitation to tender on HHPC website/web. Clerk to inform Loddon Garden & DIY.
- Clerk to chase Wicksteed re: recommended wording for outdoor gym area.
- Clerk to ensure 'For Emergency Services ring: 999' is added to entrance sign.
- Clerk to contact Saffron Housing (Liz Ross, Housing Officer or potentially Emilie Hildreth, Community Foundation Manager) to discuss option of sensor activated floodlights for lane leading to entrance of playing field to improve security.

63.2 Wild-flowering in Hales - The Clerk had previously circulated an update. This included that Saffron Housing (SH) was clearing a 1m-wide flowerbed around the village sign so shrubs and bulbs could be planted there. Cllr. SB offered to donate some shrubs. SH was also, as requested, scarifying the land around the old bus shelter ready for seeding. Regarding seeding and bulb planting on edge of A146 verges, it was agreed local options would be considered by the Council when budget permitted.

ACTION points:

- Cllrs. SB & LF to confirm what other plants were needed and to order from Homestead Nurseries, with some mulch/wood chippings. (Recommended plants: Mahonia, Cotoneaster, Ceratosigma, Lavender and Sage.)
- Cllr. GB & Clerk to order seeds (Oxeye & Yellow Ragwort ideally, or mixed) for seeding around old bus shelter. (SH scarifying on 28/10.)

63.3 Parish Map – The Clerk confirmed that photos of the playground (without people) had been added to Google Maps playground reference, which is receiving a large number of views. (The Clerk was also trying to remove the image of a dwelling from the playground images but this was proving difficult.) Cllr. PG confirmed that he had added a 'Public Rights of Way Map' to the HHPC website under 'Village Info' -> 'Road, Transport & Rights of Way', and asked to be advised if there were any issues with map functionality.

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63.4 Composting Scheme – The Clerk confirmed that the scheme was continuing to collect on demand and still hoped to attract new members. Composting scheme lead (ex-councillor Alan Mason) had confirmed that the composting funds could be designated ‘reserve’ funds rather than ‘restricted’ funds on the basis that the funds would not be spent without the approval of the composting scheme. **It was agreed** by the Council to designate the composting funds as ‘reserve’ funds, discussing any possible spend with Alan Mason as the composting scheme lead. (No spend was anticipated.)

21/064 Hales Green Common Working Group – The Clerk had previously circulated an update. This included that South Norfolk Council (SNC) had confirmed that Mr Herwin had agreed to repair the barbed wire on the Common next to his farm. The broken cattle grid on Transport Lane had again been reported to Highways. The topping of the Common was discussed and it was agreed that it should be monitored and if necessary simple guidelines to be drafted. It was also agreed to draft a letter to residents of the Common, to be endorsed by SNC, asking residents to respect and actively observe the byelaws of the Common.

ACTION: Cllr. SB to draft letter to residents. Clerk to request SNC endorsement before distribution.

21/065 Police & Safety Working Group – Cllr. GB had reported an abandoned car in the ditch alongside the A146 and this was being looked into, and as advised by the Police, Cllr. SB had notified the SNC Environmental division who would take action if not removed. (It has since been removed.)

21/066 Traffic & Transport Working Group

66.1 Hales Roundabout / A146 – There were no updates.

66.2 Speed-watch – Cllr. GB shared some statistics from the new SAM2 noting they would continue to monitor speeding and hoped to have statistics from shorter, two-week periods. However, they did need a new post as the one that had been installed, had been knocked down.

ACTION: Cllr. GB to send images to Clerk so Highways could be contacted for assistance. Cllrs. GB & PG to discuss how best to store the data from the SAM2.

The reduction of speed limits on country lanes was also discussed (from Action Log 20/073.4) given Cllr. GB, as the speed-watch coordinator, had received an email from a resident of School Lane highlighting serious concerns and information relating to previous accidents caused due to speeding. These echoed concerns from other residents. Options discussed included putting up ‘20 is plenty’ signs, again asking Highways for 20mph limits, adding 20mph speed limits to a Neighbour Plan policy, walking the lane with PC James King in Nov./Dec. to get his support for a reduction in the speed limit to 20mph.

ACTION: Clerk to confirm visit with PC J. King and to contact Highways.

66.3 Grit Bins – It was agreed to order two new grit bins as discussed. (Action Log 21/045.3)

ACTION: Clerk to order and confirm with Cllr. Barry Stone.

66.4 Bus Shelter Vandalism – This was discussed, and it was agreed to order a replacement

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solid aluminium panel for the lower broken panel (Beccles-bound bus stop), and a replacement polycarbonate (clear) panel for the upper shattered panel (Norwich-bound bus stop).

ACTION: Clerk to order panels and arrange for their installation.

- 21/067 Correspondence Received** - previously circulated/referred to but not covered elsewhere:
- 67.1 Norfolk County Council Parish Partnerships scheme funding for highway improvements 2022/2023** - All bids to be submitted by 10/12/2021. Cllr. SB had asked Highways for a quote for the installation of a trod along the path to the Beccles-bound bus shelter.
 - 67.2 Email from resident re: footpath to Loddon and damaged asphalt.**
ACTION: Cllr. GB to take photos. Clerk to contact Highways.
 - 67.3 Community Police Forum – Oct. 29th from 6:30 to 7:30pm** – Covers various parishes including Loddon and surrounding villages. Meeting to be held with South Norfolk Commander Inspector Dave Burke and other members of the policing team. To participate in the online forum email: contact@samanthaengland.com for a 'Teams' link.
- 21/068 Local Footpaths** Countryside and Rights of Way Act (2000); five years to register historic Rights of way. Cllr. PG. noted he now had the necessary information.
ACTION: Cllr. PG to draw up assessment of critical paths and report back to Council.
- 21/069 Remembrance Sunday 14/11** - The Clerk confirmed that Rev. Ros Hoffmann had offered to lead a short service at 3.00pm and had confirmed the bugler. Cllr. SB had prepared a 'Temporary Traffic Order - TTO' requesting the temporary closure of the north carriageway to Green Lane on one side of the war memorial for no more than 40 minutes for the service.
ACTION: Clerk to send TTO to Highways with a completed risk assessment. Cllrs. SB & AW to take traffic cones. Cllr. GB and Clerk to discuss reading of names and wreath laying with suggested parties.
- 21/070 Finance & Admin**
- 70.1 Summary update on financial considerations** – The Clerk confirmed that the second installment of the precept had been received and that they had submitted a VAT claim for April to September inclusive for £785.89. Given their recently acquired CiLCA qualification, as per the Clerk's employment contract, the Clerk's salary should increase from 1st October by one 'SCP' point as set out by the National Joint Council for local government services. All approved this and congratulated the Clerk on her achievement.
 - 70.2 Training & Development Policy** – Relevant to any staff, councillors or volunteers, this had been previously circulated and was approved and deemed effective as of 20/10/2021.
ACTION: Clerk to forward definitive version to Cllr. PG for posting on website.
 - 70.3 'Engaging your Community' training** offered by Norfolk ALC. All approved the course. Clerk to circulate feedback from course. [Cost of course: £30.00]
 - 70.4 Personnel Committee** – It was agreed the Personnel Committee (Cllrs. GB & SB) would hold the Clerk's appraisal on **2nd Nov.** at 12.30pm at Millside.
ACTION: Clerk to find Personnel Committee remit template, adapt and circulate.
 - 70.5 Accounts for authorisation and payment.** All below were approved.

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Payee	Gross Amount	Net Amount	VAT to reclaim	Purpose
Headspace Accountancy	£120.00	£100.00	£20.00	Internal Audit / AGAR 2020/21 – Approved on 8/9/2021 – Minute item 21/050.1 and paid on 8/10.
Headspace Accountancy	£60.00	£50.00	£10.00	Assistance with accounts – Approved as above , paid on 8/10.
L. B. Curran	£50.00	£50.00	£0.00	Research/Mapping – Re-approved on 8/9/2021 – Minute item 21/042.3 and paid on 8/10.
D. Foreman	£265.20	£265.20	£0.00	Playing field maintenance – July to Sept. inclusive (13 weeks)
Royal British Legion	£30.00	£30.00	£0.00	Donation for wreath as per Budget.
Total	£525.20	£495.20	£30.00	

21/071 Items for consideration of inclusion on next agenda

1. Budget 2022/23
2. Equality & Diversity Policy – For consideration & approval
3. Talk by Julian Wells, FW Properties re: HAL1, a 20-house development off Yarmouth Rd.
4. Drop-In Session – Masala Garden / Community Engagement ideas

21/072 No updates were received from individual council members.

The meeting was closed at 10.30pm

Date of next meeting: Wednesday 24th November 2021

For further information, please contact the Parish Clerk: Eleanor Bannister

E: clerk@halesandheckingham-pc.gov.uk / M: 07703 124 544

Updated ACTION LOG

Items 'closed' or 'completed' at HHPC Meeting on 8th September have not been included.

ID	ACTION	OWNER	STATUS
21/045.1	Verges close to Roundabout & A146 tree planting – 20/10: Clerk to continue to follow-up.	Clerk	On-going
21/042.3 21/063.4	Parish Map – 20/10: Clerk finalised Google Map changes. Cllr. PG adapted NCC Rights of Way map now available on HHPC website.	Clerk / PG	Completed
19/71.2 21/066.2	Community Police Officer – 20/10: Clerk to follow-up with PC James King to arrange village walkabout with Councillors and then invite to a Council meeting.	Clerk	On-going
19/90	Parish Council external communications – 24/03: Statements covered in relevant sections of Standing Orders, the social media & Electronic Communications Policy and Member induction pack; Clerk to ensure posted.	Clerk	On-going
20/073.4 21/066.2	Reduction of Speed Limits on Country Lanes – 20/10: Clerk to confirm village walkabout with PC J. King to demonstrate issues, including in relation to School Lane, and to request support. Clerk to contact Highways.	Clerk / Cllrs.	On-going

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20/110.4	Lower Speed Limits (On to and off Hales roundabout including around central reservation between bus stops) – Cllr. AW to request records from the Police	AW	On-going
21/030.1	Heckingham Charity Marsh – A. Mason to be consulted and 30/06 : Cllr. SB to email dates for trustees meeting.	SB	On-going
21/008.2	Hales Green Common – Voluntary Steward Scheme – 05/05 : Cllr. SB to follow-up on letter to SNC requesting support for voluntary steward scheme.	SB	On-going
21/175	Councillor Vacancies - All to highlight the vacancy to other residents.	All	On-going
21/045.3 21/066.3	Grit Bins – 20/10 : Clerk to order two yellow grit bins and to inform Cllr. B. Stone.	Clerk	Completed
21/008.3 21/063.4	Composting Restricted Funds – Clerk spoke with A. Mason and funds to be designated ‘reserve’ funds.	Clerk	Completed
21/042.2 21/063.2	Wildflowering – 20/10 : Cllrs. SB & LF to confirm and buy required shrubs for around village sign, with mulch/wood chippings. Cllr. GB / Clerk to order seeds for old bus shelter area.	SB / GB / LF / Clerk	On-going
21/026.3	Renewable Energy – Community Benefit Fund – Potential to access funding for charging point. Action : Clerk, Cllrs. SB & AP to discuss and consider electricity costs and funding options.	Clerk / SB / AP	On-going
21/026.6	Queen’s Platinum Jubilee Celebrations: 2 to 5 June 2022 - Option of a village celebration to be considered closer to the date. Action : Clerk to add to agenda.	Clerk	Feb. 2022
21/040	Old Village Hall – Cllr. SB to contact J. Sturman re: Charities Commission and confirming new trustees. CAN to then be contacted for advice.	SB	On-going
21/042.1 21/063	Lane to Playground Security – 20/10 : Clerk to contact Saffron Housing re: option of sensor activated floodlight to improve security. [PC King to see on walkabout.]	Clerk	On-going
21/042.1 21/063.1	Playground Mowing Contract – Clerk to ensure invitation to tender posted and discuss with existing contractor; Loddon Garden & DIY.	Clerk	Completed
21/043 21/064	Hales Green (large/heavy farm vehicle on Common) – SNC have confirmed grazier understands they must keep to a minimum and only when essential.	Clerk	Completed
21/043 21/064	Hales Green (damaged, old, barbed wire) – SNC confirmed Mr Herwin would remove/replace it.	Clerk	Completed
21/043 21/064	Hales Green (topping) – Council agreed to monitor and if required, draft guidelines, liaising with grazier. With option to request meeting with SNC.	Clerk	Completed
21/064	Hales Green Letter to Residents – Cllr. SB to draft letter re: Byelaws. Clerk to get SNC endorsement.	SB / Clerk	New
21/046.1	NCC Parish Partnership Scheme funding – Cllr. PG prepared diagram for trod. Cllr. SB submitted quote request to Highways. Bid to be submitted by 10th Dec.	SB	On-going
21/047 21/059	Neighbourhood Plan – Clerk circulated dates for meeting to discuss. Needs further discussion following presentation on 20/10.	Clerk ALL	On-going
21/049 21/069	Remembrance Sunday 14/11 - Clerk to send TTO to Highways with completed risk assessment, and to confirm with insurers. Cllr. PG to post service on facebook on 5/11 and cross-post to H&H Things. Cllr. GB & Clerk to discuss reading of names & wreath laying with suggested parties. Cones to be taken.	Clerk / GB /PG / SB / AW	On-going
21/050.1	Quarterly Bank Reconciliations – Clerk confirmed this with Headspace.	Clerk	Completed
21/050.4	Being a Good Councillor Training as mandatory - Clerk to ensure reflected in key policies/documents.	Clerk	On-going
21/050.5 21/070.5	Personnel Committee – Appraisal date set. Clerk to circulate draft remit.	Clerk / SB/GB	On-going
21/060	Neighbourhood Watch - Cllr. SB to highlight benefits and coordinator vacancy in Chet Contact Magazine. Cllr. PG to highlight NW on Facebook.	SB / PG	New
21/063.1	Playground Amendment to Entrance Sign – Clerk to arrange with printers.	Clerk	On-going
21/063.4	Composting Scheme – Funds to be designated ‘reserve funds’; Clerk to arrange.	Clerk	New

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21/066.2	SAM2 damaged post – Cllr. GB to send photos to Clerk. Clerk to contact Highways for support. Cllrs. PG & GB to discuss how best to store data SAM2.	GB / PG / Clerk	New
21/066.4	Bus Shelters Damaged Panels – Clerk to order new panels and arrange for installation. (Panels have been ordered.)	Clerk	New
21/067.2	Footpath from Hales to Loddon – Cllr. GB to send photos to Clerk for follow-up with Highways.	GB / Clerk	New

Re-occurring Items:

	Chet Contact Magazine Content for Dec. issue due by noon on Monday 8th Nov.	SB / Clerk	Monthly
	Accounts for authorisation – Clerk to email all Councillors confirming payments required for end October. Assuming approved, Cllr. SB to authorise payments.	Clerk / SB	Monthly

Appendix 1.

Report from Councillor Jeremy Rowe

Hi everyone.

I'd like to again thank everyone involved with our Hike to Hardley Mill which took place on a beautiful day earlier this month. Now that all of the money raised has been collected, I'm delighted to say that we raised just over £800, which has gone to two excellent local causes: Hardley Mill and Leeway Women's refuge.

As mentioned last month, we're grateful to The Saxonettes and Funky Feet for keeping us so brilliantly entertained and to Musker McIntyre, Rosy Lee's and to Minimum World for jointly sponsoring the event.

Parish Councils are becoming more and more dominated by local people understandably expressing profound concern about a series of proposed developments across our area. I understand these concerns; we all support additional housing being built, but it is right that our views be taken into account, especially concerning traffic impact and whether the local infrastructure can cope. I was pleased to see that the new Secretary of State for Housing has suspended the changes to local housing development, so I think we should watch this space! The integrity of our communities depends on it.

If you know anyone over-60 who might like a regular visit or phone call, or just some help, please let them know that we are here to help, on **07876 050110**.

My regular surgeries will start up again later this year, by which time it should be safe to hold them again. In the meantime, please ring me anytime on **07733 323581** if I can help you.

It's a great privilege to be able to serve our fantastic community.

Thank you.

Councillor Jeremy Rowe

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APPENDIX 2

Neighbourhood Planning – An Overview

Introduction

- Neighbourhood Plans set out **policies** regarding the development and use of land in a defined neighbourhood area.
- They are produced under the direction of a **Qualifying Body** – parish/town councils or, in areas where there are none, neighbourhood forums.
- Once ‘made’, they become part of the **statutory development plan** for the area – one of main considerations in determination of planning applications.
- They cannot be used to prevent or restrict development in the area, and must be in **general conformity with strategic policies** within the Development Plan. However, they can:
 - Set out where development should be located;
 - Set out which important spaces should be protected from development;
 - Allocate sites for additional, specific development, if a need is identified.
- Need to have an **end date** (15-20 year lifespan) but can (and should) be reviewed within this period.

Policies

- Policies are the heart of the Plan. They can be **site specific** or **generic**. Neighbourhood Plans typically include policies relating to issues such as:
 - Designating ‘Local Green Space’ and enhancing other green infrastructure
 - Allocating site(s) for specific development, based on identified need
 - Housing design, mix and character
 - Protecting settlement ‘character’ (by defining ‘character areas’)
 - Protecting non-designated heritage assets
 - Addressing climate change and low carbon lifestyles
 - Protecting and enhancing employment
 - Protecting and enhancing community facilities.
- Policies need to be backed up by **evidence** – can they be **justified**? Evidence gathering includes community engagement and factual / statistical analysis. Policies also need to **add more detail**, rather than duplicating what is already contained within the Local Plan.

Projects

- Neighbourhood Plans can also include **projects** to be developed by the community. Although these are not a statutory element, they are important to ‘capture’, resulting in a community ‘action plan’.
- In areas with a ‘made’ Neighbourhood Plan, the parish/town council receives 25% CIL (rather than 15%) for spending on local infrastructure projects – this is where having a ready-made project plan comes in useful.

Local & National Picture

In Broadland there are now **16 made** Neighbourhood Plans (the highest number in the East of England). They range in scale from Strumpshaw to Aylsham. There are **6 more in progress** across the district.

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- In South Norfolk there are **5 made** Neighbourhood Plans (Cringleford, Easton, Mulbarton, Poringland, Long Stratton) and **11 more in progress**.
- As of December 2020 there had been **approx. 1,030 successful referendums nationally**. All but seven referendums have been successful. The average 'Yes' vote in referendums is approx. 87% and the average turnout approx. 33%.

The Process

- a) **Get Started** – form working group & develop project plan
 - b) Designate **Neighbourhood Area**
 - c) **Evidence Gathering** - incl. community engagement / statistical analysis etc.
 - d) Develop a **vision and objectives**
 - e) **Develop policies** and **write Neighbourhood Plan**
 - f) **Consult** community / stakeholders
 - g) **Submit** Neighbourhood Plan to local planning authority
 - h) **Consultation** on submitted Plan
 - i) Independent **examination**
 - j) **Referendum** (if examiner and LPA approval)
 - k) **Making** of Neighbourhood Plan by LPA
- Above constitutes very broad summary – **Locality Roadmap** provides more detail.
 - District Council co-ordinates and pays for **publication, examination** and **referendum**.
 - Whole process takes an average of 18-24 months.

Funding

- Average budget for projects approx. £20,000 (incl. project mgmt. consultancy)
- Many parish councils have employed **independent consultants** to project manage.
- Others managing process themselves and employing consultants at particular stages.
- Work out those bits you can do as a community and those bits for which you feel you'll need professional support.
- NP costs mainly include consultants' fees, publicity and communications, design and printing, venue hire etc.
- **Locality** operates national funding programme for Neighbourhood Plan groups. Currently (2020-2022) funding up to £10,000 per project. Details on www.neighbourhoodplanning.org. Also offer **additional £8,000** and free **technical support** looking at more complex issues, such as allocating sites, producing design codes etc.
- **District Council** can potentially offer further funding, depending on availability. Grants of up to £6,000 are normally available.

Further support

- Community Planning officers (Place Shaping team) at District Council. Assistance in form of:
 - Day-to-day advice/guidance (emails, phone, meetings);

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- Provision of Parish Profile document;
 - Reviewing and commenting on draft documents;
 - Funding advice and support;
 - In kind support with mapping, loan of materials for consultation etc;
 - NP Network meetings;
 - Neighbourhood Planning toolkits and guidance documents;
 - <http://southnorfolkandbroadlandclp.wordpress.com> – neighbourhood planning web resource
 - Provision of training.
- Other organisations:
 - Locality – www.neighbourhoodplanning.org
 - Norfolk County Council
 - Norfolk Wildlife Trust
 - Historic England
 - Norfolk Historic Environment Service
 - Broads Authority (*if relevant to geographic area*)

Final Pointers

- What is it you wish to achieve in the community with a Neighbourhood Plan, and is it the best tool to address these issues?
- Have a look at other examples of Neighbourhood Plans from around the country (a quick internet search should bring up lots of examples). Look for communities that are similar and see what kinds of things they are addressing with their Plans.
- Community Planning officers at the District Council are available to support and advise parishes in whatever community planning activity they choose to undertake.

Undertaking a joint Neighbourhood Plan

- A single parish council can apply for a multi-parished neighbourhood area to be designated. When that parish or town council begins to develop the Neighbourhood Plan, it will need to secure the consent of the other parish council to undertake NP activities.
- The terms-of-reference for the steering group should indicate how different parish councils are represented on the steering group and how and when the group will report back each parish council for key decisions.
- The t-o-r should also set out which Parish Council should be considered the 'lead' council for administrative purposes, including holding and managing the finances of the joint steering group.

Richard Squires, Senior Community Planning Officer, Broadland District Council / South Norfolk Council

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Appendix 3. - Barry Stone - County Councillor for Clavering



Parish Council News Update

Community Tree Give Away Opportunity (2021 Pilot Scheme)

Applications September-October 25th

Parish Councils should have all received information about the '1 Million Trees for Norfolk' project and should submit their planting schemes to County Councillors for the coming planting season (which runs from November 2021 to March 2022) as soon as possible.

County Councillors review the applications and identify which planting schemes to authorise under this 2021 pilot scheme.

The county councillor will then contact the successful parish councils and gives them the green light to proceed with the application process.

Please remember to get your applications into me as soon as possible, I am anxious to get as many tree packs distributed as soon as we can and really make a difference, so let's get planting!

Latest national announcements

GP investment:

Health Secretary Sajid Javid has announced a £250 million investment in General Practices (GPs) to boost capacity ahead of the winter. The money will be designed to improve the number of face-to-face GP appointments and improve access. As part of the funding, GPs will be expected to provide clear plans on how they will do this.

The move is designed to boost GP capacity for regular appointments over the winter, following concerns that individuals cannot get GP appointments due to the pandemic.

School Broadband:

1,000 schools with the slowest internet speeds have been connected to gigabit broadband. By March, nearly 7,000 libraries, hospitals, police stations, and other public buildings will be upgraded also.

The work is part of the Government's ambition to "level up" internet across the UK by investing in gigabit technology and reducing barriers for the rollout of the technology.

COVID-19

Booster jabs:

A reminder that Covid booster jabs are now available to book if there's been six months since your last dose AND you are:

- An adult aged 50+
- Living in a residential care home for older adults
- A frontline health or social care worker, including in residential and nursing homes for older adults

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- Aged 16-49 with underlying health conditions that put you at higher risk of severe COVID-19 (as set out here)
- An adult carer aged 16+
- An adult household contact of someone who is immunosuppressed.

People can make an appointment for a booster via the National Booking Service if you're eligible: <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/> or call 119 for free between 7am-11pm seven days a week.

Booster jabs are being offered in line with national and Joint Committee on Vaccination and Immunisation guidance. PLEASE NOTE: Walk in clinics are NOT currently providing booster vaccinations. Please don't contact your GP or attend a walk-in clinic for a booster. They are by appointment only for eligible patients. Read more here.

Difficult Winter:

England's Chief Medical Officer, Professor Chris Whitty, has warned that the NHS faces an "exceptionally difficult winter, regardless of a Covid-19 surge or not. He has also praised GPs for their "outstanding" hard work during the pandemic.

Economy

Apprenticeships

Norfolk County Council has supported small to medium-sized businesses by launching its Insight Apprentice Programme at the B2B Exhibition today, organised by the Norfolk Chamber of Commerce. The team was on stand no. 30 from 10am to 4pm at the Norfolk Showground.

Insight Apprentice is a project part-funded by the European Social Fund which supports Norfolk's businesses, with fewer than 250 employees, to realise the full benefits of apprenticeships.

Companies that invest in apprenticeship programmes report many other benefits including reduced recruitment costs, higher staff loyalty, enhanced job satisfaction, improved knowledge and skills as well as achievement of corporate social responsibility outcomes.

86% of employers say apprenticeships help them develop skills relevant to their organisation.

The Team will be based countywide, working with key partners at the College of West Anglia, East Coast College, Poultec, City College Norwich and the Norfolk Chambers of Commerce. The project has also linked with Steadfast Training to provide expert learning and development to businesses and their future apprentices.

Insight Apprentice offers a bespoke package for employers providing help with setting up an apprenticeships scheme, access to funding and grants and ongoing support.

Find out more by emailing Insight at: insightapprentice@norfolk.gov.uk

Public Health

MiQuit

A new service named MiQuit is launching in Norfolk to help pregnant women to quit smoking and improve the health of their baby.

Hales & Heckingham Parish Council

The MiQuit service, developed by experts at the University of East Anglia and University of Cambridge and commissioned by Norfolk County Council's Public Health team, provides free text message support for users, sending information and advice directly to their phone. The support is tailored to each user and their lifestyle, ensuring everyone who signs up get the support they need to quit.

Users can sign up for the MiQuit service from their mobile phone. This text will be charged at their standard rate, after which all texts received from MiQuit are free of charge.

A series of text messages will then be sent asking questions about their smoking. Answers to these questions will be used to tailor the support provided, giving users the advice they need.

The service can be stopped at any time by texting "STOP" to 07860 018344

Pregnant women can find out more about the service and sign up at MiQuit on Just One Norfolk.

Young people

Project Mackenzie:

A project to help care experienced young people in Norfolk get into work and education is being launched in Norwich next week by Olympian Kriss Akabusi MBE.

Project Mackenzie will provide the group of 20 young people, aged between 16 and 19, who are either in care or who are now moving beyond care, with a tailor-made four-week programme to develop their skills and support them into employment or education.

This potentially life changing initiative will be delivered in partnership between Norfolk County Council's Virtual School for Children in Care and Previously in Care and The Akabusi Company.

Kriss Akabusi MBE, who is care experienced himself, is an Olympian, media personality, professional keynote speaker and life coach. Project Mackenzie was first run as a partnership between The Grand Union Housing Group and The Akabusi Company in 2013 and has since helped a total of eight groups of young people in a number of different local authorities.

The project came to the attention of Norfolk County Council following Kriss's keynote presentation at the Small Steps, Big Changes Conference which was hosted by our Virtual School for Children in Care and Previously in Care in February this year.

The programme will run in November and will include opportunities for the group of young people to meet with local employers and training providers. In addition, they will receive specialist advice on areas including money management, safe social media, CV writing and interview skills.

Other Information

Norfolk Fire and Rescue Service:

A safety warning about costumes has been issued in advance of Halloween.

If something seems too cheap to be a good deal, it may be because safety standards have been compromised. That's the message from Norfolk's Fire Service and Trading Standards teams as they ask everyone to take extra care this Halloween to ensure the safety of their families.

Norfolk's Chief Fire Officer Stuart Ruff said: "Buying cheap costumes could put you at risk of fire, if the materials used do not meet safety standards. Materials which haven't been tested to ensure high standards could quickly ignite and cause serious injury or even death."

Hales & Heckingham Parish Council

Flammability tests of some items on sale showed a monster Halloween t-shirt took less than a minute to be engulfed in flames. They also tested witches' hats, capes, skeleton tights and pumpkin tops.

To keep your little monsters safe from harm this Halloween, Norfolk Fire and Rescue advises:

- Read the labels - products must have a UKCA or CE mark. As well as clothing, check any wigs or masks too
- Wear clothes under the costumes, they offer vital extra seconds of protection for the skin should the worst happen
- Ditch the scary mask for face paints instead (remember to do an allergy test first before applying!)
- Swap candles for battery operated tealights or glow sticks
- Do not leave candles unattended and ensure they are fully extinguished at bedtime

You can see the video of the clothing tests: Spooked out: Halloween costume safety checks with Fire Service/Trading Standards - YouTube (credit: Surrey Fire and Rescue Service).

"It's frightening how quickly these unsafe costumes can become completely engulfed and residents should only buy from reputable suppliers. Check the packaging and labels for manufacturers or importers details.

"If anyone has concerns about the safety of Halloween products on sale they should call the Citizens Advice Consumer Helpline on 0808 223 1133," said Councillor Margaret Dewsbury, Cabinet Member for Communities and Partnerships at Norfolk County Council.

Candle safety

More than 300 people are injured each year in the UK in fires caused by candles. And a third of fires attended by fire and rescue services and started by candles result in death or serious injury.

Candles should be kept away from flammable materials such as curtains and out of reach of children and pets.

Even with precautions it's vital to be prepared should the worst happen. Working smoke alarms can give you the vital time you need to get out, stay out and call 999.

Keep yourself and your loved ones safe by testing your alarm regularly and practicing your escape routes.

Bonfire/firework safety

Norfolk Fire and Rescue Service recommends going to an organised firework/bonfire display which is properly regulated and safer than organising one at home.

If you do host a bonfire at home, please build it well away from buildings, sheds, trees and fences. Do not throw anything dangerous on to it and make sure you have water nearby. Let your neighbours know your plans.

If you're having fireworks at home, only buy from reputable retailers, store them correctly and read the instructions carefully. Never go back to a firework once it has been lit. Keep children and pets away from fireworks.

As always, I am here to help in any way I can and will always respond to email and telephone requests for assistance.

Email: barry.stone.cllr@norfolk.gov.uk / Phone: Home: 01508 499389 / Mobile: 07434 905963

Kind regards, **Barry**