



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Notice of Meeting to Members of the Public and Press

Members of the public are cordially invited to attend a meeting of Redenhall with Harleston Town Council which will be held in the Social Room, Memorial Hall Leisure Centre, Harleston on Wednesday 22nd November 2023 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 17th November 2023

Members of the press and public are welcome to attend.

SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY & LEADERSHIP

AGENDA

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.¹
4. To receive and approve the minutes of the Town Council meeting on Wednesday 25th October 2023 (copy herewith)
5. To note progress on decisions made at the last meetings of Council (copy herewith)
6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).²
7. To note month 7 finances are not available for this meeting but will be circulated as soon as the information is available.
8. To receive and note the contents of the Payments Lists listed below.
 - a) 15th November 2023
9. To receive the Town Councils drafted 4-Year Action Plan as recommended by the Executive Committee (Copy herewith)
 - a) Consider and agree to any suggested improvements.

¹ All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

² All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- b)** Approve the finalised plan.
- 10.** To agree to dissolve the Town Council Nature Recovery working party.
- 11.** To agree to appoint Cllr Harrison as the Town Council representative to the Harleston Community Group (formerly known as Nature Recovery working party) as recommended by the Executive Committee.
 - a)** To agree for the Town Council representative to collaborate with the Harleston Community Group on statutory biodiversity duties outlined in the Environment Act of 2021 and present a draft policy for Executive Committee review (Model Policy Copy herewith).
 - b)** To agree to a 15-minute presentation by Mr. Carstairs about Nature Recovery in Harleston and to finalise the scheduling details for the presentation.
- 12.** To discuss the potential reintroduction of donation requests from local businesses for car parks.
 - a)** To agree next step action
- 13.** To receive and note any updates from representatives.
 - a)** Exchange II
- 14.** To receive Committee updates and report on any significant issues arising³:
 - a)** Planning Meeting - Last meeting held 6th November 2023
 - b)** Finance Meeting – Last meeting held 8th November 2023
 - c)** Executive Meeting – Last meeting held 15th November 2023
- 15.** To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports for information only
 - a)** Chairman
 - b)** Councillors
 - c)** Clerk
- 16.** To receive significant correspondence and agree on actions required.
 - a)** Needham Parish Council
- 17.** To note the date of the next Town Council meeting on Wednesday 20th December 2023 7.00pm start in the Social Room at the Memorial Leisure Centre.

³ All details to be found at <https://harleston-tc.gov.uk/town-council-minutes/>



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Chairman: Paul MBA

Minutes of a meeting of Redenhall with Harleston Town Council held in the Social Room at the Memorial Leisure Centre on Wednesday 25th October 2023 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Keith Harrison, Shelagh West, Clive Attwood

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)
County Councillor Martin Wilby, District Councillor Trevor Graham

Members of the Public: Eloise Wilkinson, Virginia Skoyles, William Holland, three further members of the public

1. **Welcome**
Cllr MBA welcomed everyone to the meeting.
2. **To receive and consider accepting apologies from members unable to attend.**
Apologies received from Cllr Digby due to family commitments.
Apologies received from Cllr Chenery due to illness.
Apologies were unanimously accepted.
3. **To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.**
Cllr Attwood declared an interest in item 15
Cllr West declared an interest in Item 7a
4. **To receive and approve the minutes of the Town Council meeting on Wednesday 27th September 2023 (copy herewith)**
Minutes were unanimously approved and signed by the Chairman.
5. **To note progress on decisions made at the last meetings of Council**
Noted
6. **To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from the Police, County and District Councillors, and to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).**
Standing orders were suspended at 19.10
County Councillor Martin Wilby – report – Appendix A
District Councillor Trevor Graham – report – Appendix B
District Councillor James Eddy was not present at the meeting. Report provided at Appendix C
Further points were raised by a member of the public

- To reconsider the changes made to the traffic flow and car parking in the Marketplace.
- To consider those with disabilities and mothers with young children using the town.
- To consider the increase in pollution due to cars having to travel around the town to park in the car parks now provided.

Standing ordered were reinstated at 19.20

7. Co-Option candidate to provide the Council with information on their background and experience and explain why they wish to become a member of the Town Council. (Maximum 5 minutes per candidate).

Candidate Wilkinson provided reasons why she would like to join the council and the experience that she has working in the community. Interest in sustainability and youth services.

a) To consider co-opting candidate who have come forward in response to the casual vacancies on the Council and, if appropriate, to appoint a Councillor by co-option. (If appointments are made, the new Councillor should then sign the Declaration of Acceptance of Office). (Maximum 10 minutes.)

Cllr Brownsea asked why Candidate Wilkinson was interested in joining the council at this time and why she did not stand for the elections earlier in the year.

Candidate Wilkinson informed that she was not aware at the time of the election and had found out about a space being available from an existing councillor.

Cllr Brownsea asked what she felt was the difference between a local club committee and the council.

Candidate Wilkinson said she felt she would be working for the wider community rather than a small select group.

Cllr West felt she would add to the diversity on the council.

Cllr Harrison agreed.

Cllr MBA agreed with Cllr West

Cllr Scade was in agreement with the previous councillors.

A vote was taken for the co-option of Candidate Wilkinson by show of hands.

5 in favour and 2 abstentions

Candidate Wilkinson completed and signed the Declaration of Office which was also signed by the Town Clerk.

Councillor Wilkinson joined the meeting.

8. To receive and note the Town Council's finalised comments on planning application 2023/1418: Land North of Spirketts Lane, along with appendix 1 containing advice to the Town Council from Compasspoint (Finalised comments and appendix 1 can be found on the SNDC website)

Noted

Cllr Brownsea congratulated those involved in the response. It was comprehensive and well written, covering all points discussed by the council.

Thanks were given to Mrs Malinowski, advisor to the planning committee, for her input into the Town Council response.

19.35 Councillor Wilby and Councillor Graham left the meeting.

9. **To receive and review Section 3 of the 'External Auditors Report and Certificate for the year 2022/23', and forward any comments to the Clerk/RFO**
Clerk confirmed that there were no matters brought forward to the council.
- a) **To acknowledge the 'Notice of Conclusion of Audit and Right to Inspect'.**
Acknowledged
- b) **To receive and note Section 1 and 2 of the public AGAR (Annual Governance and Accountability Return)**
Noted
Cllr Brownsea congratulated the team for a good audit report.
10. **To receive and note the contents of month 6 Income and Expenditure report and formulate and agree any questions for the Finance Committee**
Noted
11. **To receive and note the contents of month 6 Bank Reconciliation and formulate and agree any questions for the Finance Committee**
Noted
12. **To receive and note the contents of the Payments Lists listed below.**
 - a) **11th October 2023**
Noted
 - b) **18th October 2023**
Noted
13. **To note payments in line with FR4.1**
 - a) **The Finance Committee recommends that the Town Council authorise the use of \$106 funds to cover the cost of £1,436.80, as quoted by Proludic, for repairing the Giro Spiral on the Recreation Ground**
Unanimously agreed.
Action – Operations Manager
14. **The Leisure Centre Management Committee and the Finance Committee jointly propose entering into a 24-month electricity supply agreement with EDF for the Leisure Centre Building.**
Unanimously agreed.
Action - Town Clerk
15. **The Leisure Centre Management Committee recommends that the Town Council approve the proposal from Harleston Shed.**
Cllr Hardy – inquired what tenancy would the Council be offering, is the covenant being considered. Will we have clear documentation for the use and what if it doesn't work.
Cllr Brownsea - Has the Fire Station proposal now been dropped? Concerns about another structure being placed on the green space on the Recreation Ground.
Cllr Scade proposed to approve the motion and recommended that the finer detail was passed to the Leisure Centre Management Committee (LCMC)
Unanimously agreed to the proposal and recommended that this matter now sit with the LCMC committee.
Action – Town Clerk
16. **The Leisure Centre Management Committee recommends that the Town Council approve the dissolution of the working parties responsible for the Leisure Centre recovery plan and the Recreation Ground and Play Area.**
Unanimously agreed.
19.52 two members of the public left the meeting.

17. **The Leisure Centre Management Committee recommends that the Town Council approves the application for planning permission from SNDC for three Car Boot Sales to be hosted on the Recreation Ground in 2024.**
Unanimously approved.
Action – Town Clerk
18. **The Planning Committee recommends Town Council approval for the layout and adoption of street lighting in the Briar Farm development, receive and review the S38 agreement for approval.**
Cllr Hardy had a number of questions regarding the S38 agreement.
The Clerk explained that the S38 provided was an example of the agreement but until the council agreed to proceed with the adoption of the street lights the final document would not be available.
Agreed to the adoption of the street lighting and that the Town Council would be named in the S38 agreement alongside Norfolk County Council and the developers.
Unanimously agreed.
Action – Town Clerk
19. **The Town Council is asked to deliberate on their role in D-Day 80, specifically, whether we should participate by lighting a Beacon or by hosting any other type of event.**
A discussion took place with varying views.
Cllr Hardy proposed that the Council should speak to the RBL to work with them.
Cllr MBA proposed that we hold a small event to commemorate the occasion.
Cllr Harrison seconded the motion.
By show of hands a vote was conducted with 6 councillors in favour.
It was agreed to establish a working party for an event at the next LCMC budget meeting.
Action - Town Clerk
- a) **To approve the budget amount for the event, subject to the details outlined above.**
Agreed for the LCMC working party to set a budget and send to Finance for approval.
Action – LCMC Committee
20. **To receive an update of the outstanding matters relating to the Town Improvement Scheme.**
Received and noted.
The Town Clerk confirmed she was liaising with NCC for the outstanding work to be completed.
Cllr Brownsea expressed concerns about traders trading from the pavement.
Cllr Brownsea suggested that the Council should send a letter to NCC expressing our expectation for the work to be finished within the next two weeks. Additionally, we should post the letter on our website to inform the public about the steps we are taking.
Unanimously agreed to the proposal.
Action – Town Clerk
21. **To authorise the Clerk to initiate an application for the Parish Partnership scheme, aiming for 50/50 funding for the Market Place bollards as previously approved. 100% of the funds from the Community Reserve EMR348 will only be utilized if the application proves unsuccessful.**
The Town Clerk gave further explanation to the proposal.
Cllr Attwood did not agree with the proposal.
A vote was taken by show of hands 6 in favour, 1 against and 1 abstention.
Town Clerk to pursue the application.
Action – Town Clerk

- 22. To receive and note any updates from representatives.**
- a) Exchange II**
The Clerk advised that a grant of £7,500 had been awarded from CAF to replace the floor and put in a kitchen.
They continue to apply for more funding to expand the service.
They continue to attract more youths' week on week during the existing opening hours.
- b) Harleston Information Plus**
Cllr West raised that members of the public had been raising their concerns about Council decisions to the volunteers.
Requested that the Town Clerk write to HIP to request their submission of comments received from members of the public regarding the new bus stop.
- Action – Town Clerk**
- Progressing with the lottery funding bid and are looking to employ a youth worker to possibly dovetail with Exchange 2
- 23. To receive Committee updates and report on any significant issues arising**
- a) Planning Meeting - Last meeting held 9th October.**
Spirketts Lane final comment put to SNDC. Now available on the planning portal.
Clerk to write a thank you letter to Mrs Malinowski for her input into the Spirketts Lane final comment from the Town Council
- Action – Town Clerk**
- b) Leisure Centre Management Meeting – Last meeting held 11th October.**
Budget process has started.
Memberships continue to grow, and the team are doing a great job.
Thank you to the Fair for coming to town.
- c) Finance Meeting – Last meeting held 18th October.**
Set up a working group within the committee for budget purposes.
- 24. To consider information or issues relevant to Council from members for brief discussion, action, or inclusion on a future agenda and receive reports from**
- a) Chairman**
Informed the council that he had spoken on Park radio last week. While on air he highlighted the towns Wellbeing status and the new bus stop proposal.
- b) Councillors (for information only)**
Cllr Wilkinson – asked about the feasibility study. Town Clerk gave a brief overview of the proposal.
Cllr Scade – Road closure on Church Street- there are not signs along Mendham lane and people are using Broad Street the wrong way.
Cllr Scade – Car meets taking place on the industrial estate. Police were not very responsive and took three hours for the police to disburse the crowd. Town Clerk to pass the information to the police.
- Action – Town Clerk**
- Requested that the Town Clerk investigates the bus routes whilst the UKPN road closures are in place
- Action – Town Clerk**
- Cllr Scade - Well done to the maintenance team for keeping the town clean and the Recreation Ground in good condition.
- c) Clerk (copy herewith)**
Noted

- 25. The Planning Committee recommends that the Town Council be presented with correspondence pertaining to Highways matters concerning Shotford Road.**
Cllr West proposed writing to Highways to explain that when the decision was made to not put in a roundabout on the A143 there was only one development in question.
Cllr Scade seconded the motion.
Cllr West to draft a letter on behalf of the council.

Action – Cllr West

- 26. To receive significant correspondence and agree on actions required.**
a) South Norfolk Police – Public Meetings October 2023

Noted

- b) A resident – Town Council Matters**

Delegate to the Town Clerk to send the proposed response.

Action – Town Clerk

- c) A resident – Various Town related matters**

Cllr Mba suggested that everyone read the letter again and then send their responses to the Clerk for her to draft a response. Comments to be with the Clerk before the 3rd November 2023.

Action – All Councillors

- 27. To note the date of the next Town Council meeting on Wednesday 22nd November 2023 7.00pm start in the Social Room at the Memorial Leisure Centre.**

Noted

Meeting closed at 21.09

Appendix A

County Councillor Report

October 2023

I was very pleased to attend the recent service at Dickleburgh Church for the Induction and Installation of The Reverend Carl Melville as Rector of Dickleburgh, The Pulham's and Starston by The Right Reverend Graham Usher, Bishop of Norwich. I wish Carl every success in his new role and look forward to working with him over the coming years.

Norfolk County Council is looking for individuals who want to make a positive impact by becoming a volunteer driver for the Travel Norfolk Car Scheme. The scheme offers a chance for people to contribute their spare time while providing essential transportation for those who may face challenges in getting to where they need to go. The Travel Norfolk Car Scheme plays a crucial role in ensuring eligible adults can reach vital health, social and wellbeing services through essential journeys. Passengers contribute 45p per mile towards the cost of the journey plus any car parking fees. If you are interested in joining the scheme please visit www.norfolk.gov.uk/volunteerdrivers or by phone on 0344 800 8020

A Norfolk Fire and Rescue Service (NFRS) programme which has educated more than 80,000 children about fire safety is marking its 20th anniversary. Crucial Crew, a popular fire safety and prevention initiative for Year 6 schoolchildren, aims to deliver seven events around the county this academic year reaching around 6,000 students. The service's Protection and Prevention Team has played a key role in empowering children and young people to help spread crucial safety messages over the last two decades, with their vital work earning an award nomination at the inaugural Flourish Awards. The free programme sees NFRS work alongside partners including Norfolk Constabulary, NHS, Road Safety, Norfolk Prepared, RNLI, East Anglia Air Ambulance, St Johns Ambulance, HM Coast Guard and Cadent Gas.

Norfolk Fostering is part of Norfolk County Council. There are over 1,000 children and young people in care in Norfolk. Many are looked after by foster carers. Norfolk Fostering Service always needs more people who can provide the strong, stable and secure family environments that can help change young lives in our county. If you are interested in fostering, or have more questions, please get in touch with our friendly team by calling on 01603 306649 or text fostering to 87222 or visit the website www.norfolk.gov.uk/fostering and complete an initial application form.

The development of a new bypass for Long Stratton enters a new phase following confirmation of the full planning permission by South Norfolk Council for its construction, along with over 1,800 new homes, new employment land and a site for a new primary school. NCC has worked in collaboration with SNC, Norfolk Homes Ltd and Norfolk Land Ltd to develop proposals to deliver a long-awaited bypass of Long Stratton on the eastern side of the town, which will cut congestion and support the local economy. This is a significant step towards construction as it enables NCC to now seek delegated authority from its Cabinet to submit a Final Business Case to Government, which once approved will release the vital funds needed to build the new road.

Best Wishes Martin

Appendix B

District Councillor Report

October 2023

Officers from South Norfolk Council are in discussion regarding creating a library of tourism literature under the Visit Harleston banner. The first trails will look at the nearby Round Tower Churches, and Harleston's links with the WWII Friendly Invasion in readiness for the release of the TV series 'Masters of the Air' which is about Norfolk.

Ian Carstairs, Rev Nigel Tuffnell and I gave presentations about the work in Harleston at nature recovery events in Yorkshire and Harleston. About 200 people attended the events which demonstrates the interest in this initiative. The model is being promoted by other District Councillors to parishes within their Wards as we move towards Nature Recovery without 'ward' boundaries. The level of take up has far exceeded any hopes or expectations.

South Norfolk Council showed their support for our nature recovery work in approving my application for a Community Action Fund grant of £7,500 for Waveney Volunteers for Nature to buy equipment. The volunteers cut down and clear areas in the Waveney Valley providing a major boost to the biodiversity and contributing to much-needed wildlife corridors. The grant will allow the group to meet the growing demand and help control some of the larger or more densely grown areas.

South Norfolk Council also approved my application for a Community Action Fund grant of £7,500 for Exchange 2 to repair their cabin. The charity provides drop-in and evening facilities for young people living in Harleston, and the nearby parishes.

Harleston Sancroft Academy has been awarded £300 from a 'Go For It' grant to cover some of the costs of the Christmas Lunch. The lunch generally accommodates between 60 and 70 people from the surrounding area. Often these are elderly residents who are lonely and isolated. It has been bringing people together every year since 2009 and provides an enjoyable day out, and also a hot meal for those who may need it.

Former District Councillor Jeremy Savage has been appointed as an Honorary Alderman of South Norfolk in recognition for the many years of notable service he has given to the community. This is a prestigious award only handed out every four years and for only up to six people.

Nominations are now open for South Norfolk Councils' Business Awards. Businesses are invited to nominate themselves in any of the ten categories to be in with a chance of winning a prestigious award. Residents are invited to vote for their favourite Retailer of the Year and Pub of the Year. By voting they will automatically be entered into a prize draw and be in with a chance of winning £100 of shopping and pub vouchers. There will be two lucky winners in South Norfolk.

I will hold my next surgery on 11 November at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 12:00. I hope to see you there.

Trevor

Appendix C

District Councillor Report

October 2023

I've been touched by the number of people that I see during my week who have taken the time to talk to me, either at work or when they see me in town, to ask how I am finding my time at South Norfolk Council. Each time my answer has tended to be the same: it is busy, and working full time means I've needed to juggle my time accordingly, but I've been enjoying it and learning a lot about what the council does well and what it does less well.

On reflection, this is not a strong enough statement. Since the election in May, a huge amount has happened that I've been given much closer access and understanding than I would otherwise have had. That is undoubtedly a privilege, while it is also a significant responsibility. After all, I am representing everyone in Harleston, Needham, and Wortwell. Whether you voted for me or not is irrelevant and I can assure you that this responsibility is one I take very seriously. As a result, it feels right that I offer an apology. The adjustment period for this new role has taken a little longer than I expected, meaning that I have not always responded to emails or phone calls from members of our community as quickly as I would have liked. Please be assured that I am working through any requests made and working with council officers to make your concerns known.

With this in mind, it has come to my attention that in all three parishes of our ward, there is a significant problem with hedges being left to grow until they block the safe use of pavements and pathways. This has made things particularly difficult for people with pushchairs and wheelchair users and can represent a significant safety issue. The responsibility for this tends to fall on the land/hedge owner, so if they could cut back their hedges when they become dangerous, that would be a very useful and good thing to do.

At the same time, if you see a hedge obstructing a pavement or if you have any other unrelated concerns, feel free to contact me with the details and I will pass them on to the relevant officers at South Norfolk Council. My email address is James.Eddy@southnorfolkandbroadland.gov.uk or you can talk to me face to face at my councillor surgery which takes place on the last Saturday of each month at Harleston Information Plus.

All the best,

James

Town Council – Progress Report – 25th October 2023

<u>Committee</u>	<u>Minutes Reference</u>	<u>Subject</u>	<u>Action</u>	<u>Assigned to</u>	<u>Timescale</u>	<u>Comments or further actions</u>
Full Council	22 nd February Item 9(e) & 9(f)	Policies	The Town Clerk confirmed that the adopted policies are yet to be uploaded to the website.	Town Clerk	June Town Council meeting.	Outstanding
Full Council	5 th July 2023 Item 6	Football Club Lease	To proceed the council agreed for the Clerk to appoint a new solicitor.	Town Clerk	ASAP	Outstanding
Full Council	27 th September 2023 Item 8a	Pride in Place Funding	Clerk to apply for the 'Pride in Place' grant from South Norfolk District Council to undertake a feasibility study.	Town Clerk	ASAP	Ongoing
Full Council	27 th September 2023 Item 9b	Gold Standard Bus Stop	Clerk to advise NCC of the outcome.	Town Clerk	ASAP	NCC are compiling a briefing document with specifications to be presented to the Town Council at a future meeting.
Full Council	27 th September 2023 Item 13	Street Lighting Reduction	Revisit when budgets are set	Town Clerk	Oct/Nov 2023	Ongoing
Full Council	25 th October 2023 Item 13a	Giro Spiral	Town Council authorise the use of S106 funds to cover the cost of £1,436.80, as quoted by Proludic, for repairing the Giro Spiral on the Recreation Ground	Operations Manager	ASAP	Operations Manager informed and parts ordered Matter Closed
Full Council	25 th October 2023 Item 14	EDF Electric Contract	The Town Council agreed to entering into a 24-month electricity supply agreement with EDF for the Leisure Centre Building.	Town Clerk	ASAP	Contract signed for commencement on 28 th Feb 2024 Matter Closed
Full Council	25 th October 2023	Harleston Shed	Unanimously agreed to the proposal and recommended that this matter now sit with the LCMC committee.	Town Clerk	January 2023	Added to the LCMC agenda in January Matter Closed

Town Council – Progress Report – 25th October 2023

	Item 15					
Full Council	25 th October 2023 Item 17	Car Boot Sales	Town Council approves the application for planning permission from SNDC for three Car Boot Sales to be hosted on the Recreation Ground in 2024	Town Clerk	ASAP	Planning application submitted to SNDC Matter Closed
Full Council	25 th October 2023 Item 18	Street Lighting – Briar Farm	Town Council approval for the layout and adoption of street lighting in the Briar Farm development	Town Clerk	ASAP	Contractor contacted to confirm the council decision. Matter Closed
Full Council	25 th October 2023 Item 19	D-Day 80	It was agreed to establish a working party for an event at the next LCMC budget meeting	Town Clerk	ASAP	Added to agenda Matter Closed
Full Council	25 th October 2023 Item 19a	D-Day 80	Agreed for the LCMC working party to set a budget and send to Finance for approval.	Town Clerk	ASAP	Added to agenda Matter Closed
Full Council	25 th October 2023 Item 20	Town Improvement Scheme	Town Clerk to write to NCC to say we expect to see the work completed in the next two weeks. Publish the letter to the website to let the public know the action that has been taken.	Town Clerk	ASAP	Letter written and sent to NCC. On site meeting taken place and report ready for next meeting. Matter Closed
Full Council	25 th October 2023 Item 21	Parish Partnership Scheme	Clerk to initiate an application for the Parish Partnership scheme, aiming for 50/50 funding for the Market Place bollards as previously approved. 100% of the funds from the Community Reserve EMR348 will only be utilized if the application proves unsuccessful.	Town Clerk	December 2023	
Full Council	25 th October 2023 Item 22b	HIP	Requested that the Town Clerk write to HIP to request their submission of comments received from customers regarding the new bus stop.	Town Clerk	ASAP	Letter sent to HIP. Matter Closed

Town Council – Progress Report – 25th October 2023

Full Council	25 th October 2023 Item 23a	Planning Committee update	Clerk to write a thank you letter to Mrs Malinowski for her input into the Spirketts Lane final comment from the Town Council.	Town Clerk	ASAP	Letter sent to Mrs Malinowski Matter Closed
Full Council	25 th October 2023 Item 24b	Councillor Updates	Requested that the Town Clerk investigates the bus routes Buses while the UKPN road closures are in place	Town Clerk	ASAP	Streetworks Norfolk contacted to ascertain the bus route while the closure is in place. Matter Closed
Full Council	25 th October 2023 Item 25	Shotford Road safety correspondence	Cllr West to draft a letter on behalf of the council to NCC Highways Department	Cllr West	ASAP	Letter sent to NCC Highways 15/11/2023 Matter Closed
Full Council	25 th October 2023 Item 26b	Correspondence	Clerk to send the proposed response.	Town Clerk	ASAP	Response sent. Matter Closed
Full Council	25 th October 2023 Item 26c	Correspondence	Cllr Mba suggested that everyone read the letter again and then send their responses to the Clerk for her to draft a response. Comments to be with the Clerk before the 3 rd November 2023.	All councillors	3 rd November 2023	Comments received and letter drafted and sent to councillors for approval. Letter Sent 15/11/2023. Matter Closed

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - October 2023	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees Salary - October	TC				£ 4,777.31		£ 4,777.31	4001/various
Lease	ASL	Photocopier - 22/09/23 - 24/10/23	All	£ 30.29			£ 25.24	£ 5.05	£ 30.29	4031/101
Lease	Ben Burgess	Lease of John Deere - 01/10/23 to 31/10/23	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107/201
Stat Duty	Norfolk Pension	Employees Salary - October	TC				£ 5,892.77		£ 5,892.77	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - October	LCMC		£ 223.00		£ 223.00		£ 223.00	4160 202
Obligation		Classes - October	LCMC		£ 422.00		£ 422.00		£ 422.00	4160/202
Possible Payments requiring to be listed										
	Barclaycard - Amazon	Amazon - Protein products	LCMC		£ 206.33		£ 171.93	£ 34.40	£ 206.33	4163 202
	Barclaycard - Cloud Next	Premium Additional Hosted Site - visitharleston.info	TC	£ 4.80			£ 4.00	£ 0.80	£ 4.80	? 101
	Barclaycard - Indeed Jobs	Job Adverts September 2023	TC	£ 117.63			£ 117.63		£ 117.63	4057 101
	Barclaycard - Spotify	Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Coca-cola	Protein Products	LCMC		£ 175.93		£ 175.93	£ -	£ 175.93	4163 202
	Barclaycard - Cloud Next	Premium Additional Hosted Site - visitharleston.org.uk	TC	£ 7.20			£ 6.00	£ 1.20	£ 7.20	? 101
	Barclaycard - Smarty	Vodafone Hub - maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard - Zoom	Zoom call	TC	£ 119.90			£ 119.90		£ 119.90	4036 101
	Total Barclaycard								£ 652.78	
		Recovering gym equipment	LCMC	£ -	£ 124.94	£ -	£ 124.94	£ -	£ 124.94	4123 202
	Rackhams Building Supplies	Maintenance & Gym Supplies	LCMC		£ 229.06	£ -	£ 190.88	£ 38.18	£ 229.06	4119 various
Approved at LCMC 11/10/23 and Finance 18/10/23 item11d	Gym Repair Services Ltd (GRS)	Life Fitness 95ci - Belt/Clutch Assy fitted 22/09	LCMC		£ 83.64	£ -	£ 69.70	£ 13.94	£ 83.64	4123 202
Approved at LCMC 11/10/23 and Finance 18/10/23 item11c	Gym Repair Services Ltd (GRS)	Treadmill - walk Belt and Deck	LCMC	£ -	£ 594.00	£ -	£ 495.00	£ 99.00	£ 594.00	4123 202
	Denmans Electrical Wholesalers	Flourescent lamps and digital timer -xmas lights	LCMC/Xmas lights		£ 56.64	£ -	£ 47.20	£ 9.44	£ 56.64	4119 203 4503 101
Approved at LCMC 11/10/23 and Finance 18/10/23 item11a	AT Coombes Associates Ltd	Sonic Tomography test on trees	LCMC	£ -	£ 1,062.00	£ -	£ 885.00	£ 177.00	£ 1,062.00	4121 201
	Workwear (East Anglia) Ltd	Maintenance - trousers	LCMC		£ 59.90	£ -	£ 49.92	£ 9.98	£ 59.90	4166 201
	Workwear (East Anglia) Ltd	Maintenance - Chainsaw helmet	LCMC		£ 38.16	£ -	£ 31.80	£ 6.36	£ 38.16	4166 201
	Workwear (East Anglia) Ltd	Gym - T shirts	LCMC	£ -	£ 13.01		£ 10.84	£ 2.17	£ 13.01	4166 202
	Workwear (East Anglia) Ltd	Gym - Hoodies	LCMC		£ 25.90		£ 21.58	£ 4.32	£ 25.90	4086 202
	Total Workwear								£ 136.97	
Approved at LCMC 11/10/23 and Finance 18/10/23 item11e	DRS Doors Ltd	Supply and fitted motor gearbox, set up door and tested	LCMC		£ 1,128.60		£ 940.50	£ 188.10	£ 1,128.60	4121 203
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 52.99		£ 44.16	£ 8.83	£ 52.99	4039 202 203
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 257.50		£ 214.58	£ 42.92	£ 257.50	4039 203

[illegible]

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 52.99		£ 44.16	£ 8.83	£ 52.99	4039 202 203
	Force Fresh Limited	Cleaning materials and consumables	LCMC	£ -	£ 257.50		£ 214.58	£ 42.92	£ 257.50	4039 203
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 15Nov23	Total Force Fresh								£ 310.49	
FR4.1 Over £250 - Requires approval from the Clerk and the Chair of the Council or Chair of Finance - Approved via email by the Chair 15Nov23	Magnus PR	Work Proposal - events planning social media, branding ideas & grant application	TC	£ 388.05			£ 388.05	£ -	£ 388.05	4014 103
FR4.1 a duly delegated committee of the council for items over £500-Approved via email by the Chair 15Nov23	Action Play and Leisure	To supply and install a trampoline	LCMC/TC		£ 3,229.20		£ 2,691.00	£ 538.20	£ 3,229.20	Net donation to be received from Play and Rec Association to cover the total costs - to be noted at the November LC meeting

Redenhall with Harleston Town Council Action Plan 2023-2027
November 2023 Version 1

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
February 2024	To produce a Town Council Mission Statement	To improve the overall environment for the community.	Executive Committee to compile a draft for Town Council consideration.	Executive committee		
May 2027	Leisure Centre Building	To improve or update the facilities for community use on the existing site.	Secure a grant from SNDC to carry out a feasibility study including the engagement of architects and consult with the community. Complete the project.	RwHTC, SNDC, NCC, Outside funding agencies	Clerk to complete the grant application.	
May 2027	Use of CIL and S106	To make the best use of the funds available	Explore funding options with outside agencies.	RwHTC, SNDC and other identified agencies.	Not specified	
Start January 2024-May 2027	Councillor Surgeries	To improve engagement with the local community	Establish monthly Saturday surgeries at HIP (Harleston Information Plus) with each Councillor attending one month per year, and the Clerks in the twelfth month. The Chair or the Vice Chair will attend monthly to provide additional support	All Councillors and Clerks	HIP is available on the third Saturday of each month free of charge. The Clerk to provide a pack for each month to be completed. Any answered questions can be brought to a committee or the Town Council.	
Start January 2024-May 2027	Marketplace and Recreation Ground	To review and produce a plan of events to take place on the Marketplace and the Recreation Ground each year	1. A calendar of events to be held on a yearly basis. 2. Get approval for the events from Town Council and then complete the program.	Clerks & Councillors		

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
Start April 2024 – May 2027	Speed Watch	Set up a Speed Watch team	Six volunteers from the community to work with the police. Liaise with the police regarding documentation that is needed.	Clerks, Councillors, Police, Volunteers	Collate a marketing plan to advertise to the local community.	
Start January 2024 – May 2027	Emergency/Flooding Plan	To create an emergency plan for the town	Working party to collate an emergency plan for approval at Town Council	Clerks, Councillors – Working Party, Jenny Bloomfield - SNDC	Consult with the residents. Create a basic plan to be obtained, contact locals that may be able to help at times of emergency (e.g., farmers, nurses, doctors, etc.). Communicate the plan to the public via posters, website, and social media.	
Start January 2024 – May 2027	Youth Council	To engage the youth in the community	Initially engage with the local schools. Contact other local councils with successful Youth Councils. Liaise with the Scout Association and Girl Guiding Association for input. Liaise with Exchange 2.	Clerks, Councillors, Youth Organisations		
To be completed by May 2027.	Review of Signage in Town	To identify the need to improve signage in and around the town and work with NCC to achieve desired outcomes	Create a working party of councillors and residents to identify areas that are lacking signage. Create a list of locations and suggested signage. Contact NCC to make suggestions	Working party, Clerks, NCC	Consult with the residents.	

Completion Date	Aim	Objective	Process	Personnel	Actions	Review notes
			and improvements for existing and potential signage. Implement the plan.			
Start April 2025- Complete by April 2026	Review of the Neighbourhood Plan	To review the plan and ensure that it is fit for purpose.	Form a working party (Planning Committee) to review the plan with representatives from SNDC. Feedback outcomes to the town council and agree on any actions that may arise.	Clerks, Planning Committee, Richard Squires - SNDC	Initial meeting to be held with SNDC to discuss how the plan is working.	
May 2027	Town Twinning	To investigate the benefits of Town Twinning status	Form a focus group including councillors and residents to investigate the Town Twinning process.	Clerks, Councillors, Residents	Not specified	

RESPONSE TO THE BIODIVERSITY DUTY

30 October 2023



INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published on 17 May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the [Government guidance](#) requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and must reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting before the end of 2023.
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a [“BioBlitz”](#)
- gathering expert advice on possible actions in support of biodiversity, such as from [Caring for God's Acre](#) and the [Eco Church initiative](#) in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached. Guidance for town and parish councils on developing a [local nature action plan](#) has been published by South Gloucestershire Council, as well as a [field guide](#) for those with little or no ecological background.

MODEL BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.

- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting Maintain and renew bird boxes as required. Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance. Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies and bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources and cover Encourages insects. Sustain and enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety. Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.	Sustain and enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	
Increase community awareness of biodiversity	Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine. Create a page on the parish council website for photographs / information / links Encourage local farmers to contribute. Provide seed bombs / bulbs etc. for residents' use. Discourage floodlighting.	Engagement/ownership of biodiversity Promote biodiversity. Promote biodiversity. Promote biodiversity. Extending habitats. Protect nocturnal animals.	Ongoing	Neighbourhood plan consultation
Support Community Projects	Support hedge/tree planting in any appropriate areas. Work in partnership with the school to develop young people's awareness of the environment around them. Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Extending habitats. Promote biodiversity. Promote biodiversity.		

Needham Parish Council – Correspondence

Dear Clare,

As you will see below Needham Parish Council has contacted the police to express concern about recent accidents at the roundabout at the junction to Harleston and Needham. The Council would appreciate any support that Harleston Town Council can give in Needham's request for action to reduce the risk to local people, particularly pedestrians, at this place on the A143.

Many thanks,
Philip Freeman
Clerk to Needham Parish Council