



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 27th March 2024 at 7.00pm to consider the business detailed below.

Signed: Clare Crane – Town Clerk

Date: 22nd March 2024

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 28th February 2024 (copy herewith)
5. To formally note the resignation of Clive Digby on March 18th, 2024, and express gratitude for his service to the Town Council.
6. To note progress on decisions made at the last meetings of Council (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from 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
8. To receive and note the contents of month 11 Income and Expenditure report and formulate and agree any questions for the Finance Committee. (Copy herewith)
9. To receive and note the contents of month 11 Bank Reconciliation and formulate and agree any questions for the Finance Committee (Copy herewith)
10. Receive and note the contents of the Payments Lists provided.
 - a. 21st February 2024(Copy herewith)
 - b. 13th March 2024(Copy herewith)

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/>

11. To receive and review quotes for the gas supply contract for the Leisure Centre Building and agree on the supplier and the terms of the contract. (Copy herewith)
12. To receive a briefing document on the refurbishment of the zip wire groundworks and additional play equipment for the play area at a total cost of £21,355.16 net. Agree to utilize S106 (£10,502.13) money and take the remaining balance from EMR 326 (Play area equipment) as recommended by the Leisure Centre and the Finance Committee. (Copy herewith)
13. To note the unsuccessful application for the Pride in Place Grant Funding for an event in 2024.
14. To note the successful bid for the Pride in Place Grant Funding for the Feasibility and Design study to understand the options available to deliver a new community building in Harleston. Agree on receiving funding to support the project and confirming willingness to adhere to the conditions outlined within the Agreement, with specific reference to Annex A-E, and agreeing to sign the Acknowledgement (Copy herewith)
15. To receive the tender scoring process used to determine the success order of the received bids. (Copy herewith)
16. The Town Clerk recommends that the Town Council instruct a primary contractor for the project, with a secondary contractor identified as an alternative in case the first-choice declines to proceed with the work and agree the awarding of the contract.
17. To agree establishing a steering group for the feasibility study project, comprising the following members:
 - a. Town Clerk
 - b. Town Council Chair
 - c. One additional Town Councillor (to be determined)
 - d. Community Infrastructure Officer (SNDC)
 - e. Leisure Services Representative (SNDC)
18. To note the successful bid for the Parish Partnership Funding aimed at installing removable bollards between Exchange Street and the Market Place and agree to return the Acceptance Form. (copy herewith)
19. To receive a briefing paper and agree the appointment of an internal auditor to conduct the annual internal audit for the fiscal year 2023/24.
20. To receive and agree the following as recommended by the Executive Committee
 - a. The Policy List
 - b. Risk Management Policy and Risk Register
 - c. Standing Orders
 - d. Financial Regulations
 - e. Reserves Policy
 - f. Annual review of effectiveness of internal control
 - g. Co-option Policy
 - h. Retention Policy
 - i. Review of Code of Conduct
 - j. Grant Aid Policy
 - k. CCTV Policy
 - l. Communication Policy including social media
 - m. Online Banking Policy
 - n. Asset Register for year ending 2024
21. To note that the annual check of Stocks and Stores was conducted by the Responsible Finance Officer (RFO) in accordance with FR13.4 as reviewed by the Executive Committee.

- 22.** To review the proposed meeting timetable for Council meetings scheduled for the 2024/25 and agree.
- 23.** To formally designate each item below as a priority for the Town Council. Additionally, to appoint a lead individual responsible for overseeing each task. The appointed lead will be tasked with reporting back to the Town Council, providing a comprehensive description of the priority, establishing deadlines, and implementing monitoring procedures.
- a.** Community Infrastructure: Leisure Centre Building Improvement Project
 - b.** S106 & CIL Policies
 - c.** Legal Obligation: Obtaining Leases and Legal Agreements
 - d.** Emergency/Flooding Plan
 - e.** Review of the Neighbourhood Plan
 - f.** Councillor Surgeries
 - g.** Youth Forum
 - h.** Review of Signage in Town
- 24.** To receive Committee updates and report on any significant issues arising³:
- a.** Planning Meeting - Last meeting held 4th March 2024
 - b.** Amenities Meeting – Last Meeting 6th March 2024
- 25.** To agree on permitting councillors who are not members of the Planning & Development Committee to offer additional observations on the draft comments concerning the Land South of Spirketts Lane before their submission to the Planning Authority (SNDC). Additionally, to establish a deadline for the submission of these observations to the Deputy Clerk by Tuesday, 2nd April. (Copy herewith)
- 26.** 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.** Town Clerk (to include matters on the Town Improvement Scheme).
- 27.** To receive and note correspondence from Royal British Legion (Copy herewith)
- 28.** To note the date of the next Town Council meeting on Wednesday 24th April 2024, 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 28th February 2024 at 7.00pm

Present: Councillors:- Paul MBA (Chairman), Matt Scade (Vice Chair), Adrian Brownsea, Eloise Wilkinson, Michael Hardy, Keith Harrison, Lucy Chenery, Shelagh West. Clive Attwood, Clive Digby.

Also, present: Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

Members of the Public: County Councillor Martin Wilby, District Councillor James Eddy, John Graham, Eileen Ryan

1. Welcome

Cllr Mba welcomed everyone to the meeting

2. To receive and consider accepting apologies from members unable to attend.

All members were present at the meeting.

District Councillor Graham sent apologies due to being out of the parish.

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.

None declared.

4. To receive and approve the minutes of the Town Council meeting on Wednesday 24th January 2024.

Unanimously agreed and Cllr Mba signed and dated the minutes.

5. To note progress on decisions made at the last meetings of Council.

Noted

Cllr Harrison enquired about the status of the Pride in Place grant the Clerk informed that a decision should be reached by the middle of March.

Cllr Brownsea inquired about the appointment of an auditor, the Clerk informed that two quotes had been received and will appear on the next Finance Committee agenda for decision and approval.

6. To consider a resolution under Standing Orders 3e to suspend the meeting to receive reports from 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).

County Councillor Wilby gave a report which can be found at appendix A

District Councillor Eddy gave a report which can be found at appendix B

District Councillor Graham had provided a report before the meeting which can be found at appendix C.

Members of the public present did not wish to speak.

a. Town Clerk to address concerns to the County Councillor about street lighting on Redenhall Road

Cllr Wilby asked the Clerk to send him the concerns via email and he would action with the street lighting team as soon as possible.

Action – Town Clerk

7. Co-Option

a. New candidate to introduce themselves to Members if they wish to supplement their written information and explain why they seek to become a Member of the Council. (This introduction should be informal and should not exceed 5 minutes).

Mr John Graham gave a brief overview of his experience in his work life and as a councillor for Pulham Market along with the volunteering that he does for different groups in Harleston. He provided reasons for wanting to join the council.

b. Existing Councillors are allowed a maximum of ten minutes (per candidate) to ask prospective candidates any clarification questions.

Cllr Brownsea asked why he hadn't put his name forward at the time of the election. Mr Graham explained that at the time he was involved in other projects and didn't know enough about the council to put his name forward.

Cllr Hardy asked if he was on social media as he could experience some negativity if he became a councillor. Mr Graham said he had lots of experience having been in both the army and the police force and this would not be a concern for him.

c. Consider co-opting a candidate for Council vacancy conduct a confidential ballot after candidate presentations, with the Chairman or Clerk counting written votes. If appointed, the new Councillor signs the Declaration of Acceptance of Office.

The vote was unanimously in favour of the co-option.

Mr Graham joined the council and signed and dated the declaration of acceptance of office.

8. Discuss Town Clerk's proposal on engaging with the County Councillor regarding London Road Parking Restrictions and decide on its approval.

Unanimously agreed for the Clerk to proceed.

Action – Town Clerk

9. To receive the Town Clerk's update report on the Town Improvement Scheme.

In addition to the published report the Clerk confirmed the following.

The Control plate had been replaced on the 8th February and was broken again by the 14th February. This has been reported numerous times to NCC. Contractors and the manufacturer are due imminently to check the control plate to ascertain the reason for the failure and decide on the remedial action to be taken.

Cllr Hardy highlighted that the yellow lines on Paddock Road at the emergency exit needs to be relined as many are parking across the exit and this would be a problem if it was needed in an emergency.

Cllr Chenery highlighted the problem of people exiting the car park at the entrance.

10. To receive the Town Clerk's response from the Police on anti-social behaviour with cars on the industrial estate.

The Clerk reported that the police had responded the antisocial behaviour involving cars on the industrial estate. They acknowledged the event and are currently compiling information for local businesses and encourage the local community to remain vigilant and report and antisocial behaviour.

11. To receive and note the contents of months 9 and 10 Income and Expenditure report and formulate and agree any questions for the Finance Committee.

Noted

12. To receive and note the contents of month 9 and 10 Bank Reconciliation and formulate and agree any questions for the Finance Committee

Noted

13. Receive and note the contents of the Payments Lists provided.

a. 9th February 2024

Noted

14. To receive and note any short updates from representatives.

a. Harleston Information Plus

Noted

15. To receive Committee updates and report on any significant issues arising.

a. Planning Meeting - Last meeting held 5th February 2024

Cllr Digby gave thanks to the planning committee and the Clerk for the work that had taken place in arranging meetings concerning the developments in the town during his absence. He highlighted that many questions have been asked regarding traffic, healthcare, housing mix in relation to the application for the development site south of Spirketts Lane.

b. Finance Meeting - Last meeting held 14th February 2024

Housekeeping meeting was held and the Chair will be attending the council offices on the 5th March to scrutinise the accounts with the Finance Officer in preparation of the internal audit.

c. Executive Meeting – Last Meeting 21st February 2024

Policy driven meeting and all the members attended Chair Training provided by NALC following the meeting.

16. 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

Cllr Mba informed that he had attended a number of meetings over the last few weeks. He stressed that the team are continually working on solutions for ongoing issues. He also reported that he has been around to the local businesses who have contributed to the parking in the town and given them their stickers to display. Feedback is generally very good with many offering help to the council on up-and-coming projects. He also said that Councillor surgeries going well with a few people attending to ask questions.

b. Councillors

Cllr Harrison informed that he will be circulating the draft biodiversity policy to councillors for feedback.

Cllr Digby gave feedback on the planter group. He explained that they have a volunteer rota and planning meetings for planting scheme. The team are committed to keeping the planters looking good and are now looking after the War Memorial gardens as well.

Cllr Scade inquired about the War Memorial vandalism investigation. He also requested that CCTV in the town is added to the next amenities meeting following the vandalism. He informed that the warm room is still available at the church every day.

Cllr West informed that Exchange 2 will be installing new signage on the cabin soon.

c. Clerk

Community update to go out by the end of the week.

Reminder of the Annual Town Meeting on the 13th March 2024.

Q&A is now available on the website from the councillor surgeries.

Free text service now available for the local businesses.

17. To receive and note

a. Correspondence from The Harold Dean Trust (read by the Town Clerk).

Noted

b. Correspondence from Harleston & Waveney Valley Veterans and Serving Forces' - Breakfast Club

Noted

18. To note the date of the next Town Council meeting on Wednesday 27th March 2024 7.00pm start in the Social Room at the Memorial Leisure Centre.

Noted

Meeting closed 20.54

Signed

Date

Appendix A

County Councillor Report February 2024

I recently attended the official opening of the Herring Bridge (3rd river crossing) in Gt Yarmouth. The bridge now provides a long awaited direct link between the A47 at Harfrey's roundabout and the port and enterprise zone on the other side of the River Yare. The bridge will ease traffic congestion on the town's roads and shorten journey times for all modes of travel, as well as supporting wider plans to maximise investment, regeneration and economic growth opportunities across the Great Yarmouth region. Construction work started in January 2021 but many years of work and planning came before, to realise the long-held aspirations of local people. Shortly afterwards, the world became gripped in the Covid-19 pandemic which continues to change all of our lives to this day. In February 2022 work was disrupted again by the discovery of an unexploded World War 2 bomb, which eventually detonated on the site and made the half-finished bridge famous around the globe. Thankfully no one was harmed and we are forever in debt to the emergency services personnel who supported us during this time. The project has supported hundreds of construction jobs and training placements in the local area. Over £20m has been spent within 30 miles of Great Yarmouth and over 3,000 young people have been engaged through the project, inspiring the engineers of the future.

A contractor has been selected to undertake the construction of Long Stratton's Bypass, in what is the latest step in the long-awaited project. The job of building the route has been given to Octavius Infrastructure, with construction work on the estimated £46.9 million road expected to begin in the spring. Approximately 2.4 miles long, it will help to ease traffic congestion, with the single carriageway bypassing the town to the east, before rejoining the existing A140. The road will not only solve the transport issues caused by the bottleneck on the A140, which is a major local route, but also open up improvements for cycling and walking in around the town. Once in place the scheme will cut congestion, unlock economic growth and improve journey times across the county. Construction work is expected to take 18 months to complete, with the road open to traffic by the end of 2025.

Norfolk County Council and the Royal Norfolk Agricultural Association have launched the new Norfolk Rural Business Awards. The awards were launched at the recent annual Norfolk Farming Conference and are designed to recognise the essential nature and huge importance of Norfolk's rural communities and businesses to the region. Farmers, young farmers, winemakers, brewers, food producers, agri-tech companies, businesses with close rural connections, and rural community groups are all part of the rural community. With more than nine different categories from best emerging talent to best farming innovation adopter, it is anticipated these new awards will celebrate exceptional talent and businesses. The entry form for nominations to each category can be found online at www.norfolk.gov.uk/business/norfolk-rural-business-awards Entry deadline is 19th April 2024. Judging will include a visit to all shortlisted businesses.

NCCs Bus service Improvement Plan has so far increased the number of bus passenger journeys in Norfolk by 16% on last year. The £49.5m grant from central government has so far been used to launch 12 new bus routes and increase services on 32 others. With the £2 bus cap also in place till later this year it's a good time to use the bus.

A big congratulations to Harleston Library on celebrating their 60th Birthday. There is so much on offer at all of our libraries and you are always sure of a very warm welcome from the staff.

My next surgery is at HIP on Saturday 3rd March

Best Wishes Martin

Appendix B

County Councillor Report February 2024

One of the things I have been looking into since becoming a District Councillor has been issues related to hearing loss. This was originally highlighted to me by a Harleston resident and was specifically related to providing reasonable adjustments – like hearing loops – in public spaces. Evidently, there is a need for better access to these things generally in South Norfolk as the social effects of this for people with hearing loss can be extremely negative since it is a condition that can lead to a great deal of isolation and other mental health issues.

By looking into this, I have learned a great deal about the extent of the problem that hearing loss presents and will continue to present in the future. To my shame, I was essentially ignorant of the effects that deafness and hearing loss can have regarding the risk of cognitive decline or dementia. According to recent studies, those with only mild, unassisted hearing loss are still twice as likely to develop dementia, while those with severe, unassisted hearing loss are five times more likely. Given that 11 million people in the UK have some form of hearing loss and approximately 6.7 million of these people could benefit from using a hearing aid, these figures are shocking.

I intend to continue working through various channels to try to help spread information locally about the importance of getting hearing aids to people who need them and the growing need to provide hearing loops in public spaces. In this way, if you have any practical suggestions to assist with this then I am always happy to listen.

On a much lighter note, I'd like to congratulate The Cap and Robinson's Traditional Stationers on their well-deserved nominations for the Broadland and South Norfolk Business Awards 2024.

As usual, I will be conducting my councillor surgery on the last Saturday of the month at Harleston Information Plus between 10 am and 12 and can otherwise be contacted by email at James.Eddy@southnorfolkandbroadland.gov.uk.

All the best,

James

Appendix C

District Councillor Report February 2024

South Norfolk Council set the Council Tax for a Band D property at £170 for the coming year. This is an increase of £5 and means that the Council have maintained their record of keeping the increase below inflation. Since 2007, the SNC Council Tax has risen by about 30% less than inflation while investing in our infrastructure.

The Council received a one-off VAT refund of £854,452, due to HMRC accepting that local authority leisure services are provided under a statutory framework. This will be used together with money from additional in-year investment to reinforce a commitment to promoting an active lifestyle by providing £250,000 each year for the next four years to support the South Norfolk leisure centres.

The additional investment money was also allocated as: £355,000 into the 'Household Support Fund' to double the assistance to hard pressed families, £100,000 to support the Council's role in flood prevention; £30,000 to the Help Hub to support schemes for residents facing hardship; £70,000 to strengthen enforcement of planning conditions; and up to £50,000 to support design creation and community participation in public realm improvements for Wymondham.

The Council also allocated an extra £100,000 from an earmarked capital receipt resulting from the sale of former Council offices on Middleton Street into the Community Action Fund with an increase in the fund to £150,000 and an upper limit for an application to £20,000. This fund is open to all District Councillors, and I hope to help secure further CAF money for our Ward in the coming year following two successful applications in the current year.

I note an item on the agenda this evening regarding anti-social behavior with cars on the industrial estate. In response to environmental concern and nuisance for residents across the district, the Council passed a Public Spaces Protection Order on vehicle-related anti-social behaviour. This will initially run for three years and operate across the whole of South Norfolk.

A planning application for Land North of Spirketts Lane was approved with conditions at the Development Management Committee. It was good to see representation from the Town Council. Specific wording for some conditions I proposed relating to ecology, lighting and restoring the kissing gate were accepted. Arising from this development, there will be about £140,000 of Section 106 payment as a contribution towards children's play and older children's and adult recreational space. This will be made available to the Town Council for use within Harleston. There are also mitigation payments for education provisions and library services from the general pool of CIL payments. In addition, the Town Council will receive 25% of the estimated £532,000 CIL payment for the site.

I contributed £300 from my Members Ward Allowance to the Friends of Harleston Primary School to help create a safe environment around a previously derelict pond. When completed, the children will be able to interact with nature and enhance their knowledge of the natural world. This is further support for nature recovery.

I gave short presentations at Needham and Wortwell about community-based nature recovery and how South Norfolk are supporting the initiative. Both groups are now setting up community groups and developing their own delivery plans. Our ward is truly leading from the front on this internationally important topic.

James and I worked together, contributing £400 each to the Wortwell Bowls Club for new equipment. The club offers an environment for light sporting exercise and socialising, promoting community cohesion with an enhanced quality of life. The award will allow the club to provide a more welcoming environment and the ability to expand and attract more members. I have now spent all of my allocation for the year, but a new allocation will be made available, when I look forwards to helping more people.

This month, I attended the first meeting of the groups creating the Friendly Invasion play, the 60th birthday party for the Harleston Library, and the unveiling of an impressive mechanical scythe bought by the Waveney Volunteers for Nature using a CAF grant awarded from South Norfolk Council. Being able to help our community is one of the very rewarding aspects of the role of a District Councillor.

John Fuller, Leader of South Norfolk Council is to become Lord Fuller following an announcement from Buckingham Palace on 9 February 2024. John has served South Norfolk for many years, first being elected in 2003 and serving as Leader since 2007. Lord Fuller said: "I have dedicated the last 21 years to improving life in South Norfolk and the wider county and I am really honoured to have received this recognition. I look forward to continuing to champion the needs of our county and ensuring our voice is heard in London, while helping to shape and improve the laws that affect us all." I hope you join me in thanking Councillor Fuller for the time he has dedicated towards and good work he has carried out for our area and offer our best wishes to Lord Fuller in his new role in the House of Lords.

I will hold my next surgery on 8 March at Harleston Information Plus on Exchange Street in Harleston between 10:00 and 11:00. I hope to see you there.

Trevor

Town Council – Progress Report – 27th March 2024

<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	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	Deadline 31 st January 2023 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. 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	The Clerk has submitted the application and will provide a report on the outcomes Matter Closed
Full Council	24 th January 2024 Item 7b	Precept and Budget	Clerk to update the earmarked Reserve Policy	Town Clerk	ASAP	Outstanding
Full Council	28 th February 2024 Item 6a	Street Lighting Concerns Redenhall Road	Clerk to write to County Councillor Wilby for him to action	Town Clerk	ASAP	Email received from County. Further meeting to be held Ongoing
Full Council	28 th February 2024 Item 8	London Road Parking Restrictions	Unanimously agreed for the Clerk to engage with the County Council regarding parking restrictions on London Road	Town Clerk	ASAP	Email received from County, further investigation needed. Ongoing

19/03/2024

Redenhall With Harleston Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration								
1013 Gazebo Hire	0	0	150	150			0.0%	
1050 Sale Of Dog Bags	0	55	0	(55)			0.0%	
1099 Miscellaneous Income	725	2,200	50	(2,150)			4400.0%	
1100 Grants	0	1,100	0	(1,100)			0.0%	
1101 Christmas lights/donation	18	(571)	0	571			0.0%	57
1109 CiL Receipts	0	50,747	0	(50,747)			0.0%	50,747
1110 Section 106	0	1,437	0	(1,437)			0.0%	
1176 Precept	0	401,694	401,694	0			100.0%	
1190 Bank Interest/Rewards Received	4	3,503	73	(3,430)			4798.4%	
Administration :- Income	747	460,166	401,967	(58,199)			114.5%	50,804
4000 Salaries	10,202	96,884	108,255	11,371		11,371	89.5%	4,902
4001 Paye/Ni	2,502	27,049	34,320	7,271		7,271	78.8%	866
4006 Pension Contributions	2,816	31,979	34,582	2,603		2,603	92.5%	2,024
4007 Bank Charges	22	290	239	(51)		(51)	121.2%	
4010 Staff Training/ Conferences	72	143	1,000	857		857	14.3%	
4011 Members' Training	30	503	500	(3)		(3)	100.5%	
4012 Conference Costs	0	97	200	103		103	48.5%	
4015 Staff Travel & Subsistence	0	39	54	15		15	71.7%	
4016 Members travel	0	0	108	108		108	0.0%	
4017 Chairman's Allowance	0	100	100	0		0	100.0%	
4018 Vehicle Fuel Costs	0	495	414	(81)		(81)	119.6%	
4020 Audit Fees - Internal	0	695	718	23		23	96.8%	
4021 Audit Fees - External	0	1,365	1,398	33		33	97.6%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4023 HR-Compliance	124	821	538	(283)		(283)	152.6%	
4025 Legal Fees	0	0	1,500	1,500		1,500	0.0%	
4026 Professional Fees	0	231	968	737		737	23.9%	
4031 Photocopying	30	844	2,430	1,586		1,586	34.7%	
4033 Subscriptions	200	1,617	1,272	(345)		(345)	127.1%	
4034 Licences	20	305	323	18		18	94.4%	
4036 IT Software	450	750	600	(150)		(150)	125.0%	
4037 IT Support and Consumables	0	633	688	55		55	92.1%	
4039 Sundries	12	546	262	(284)		(284)	208.5%	
4040 Telephones/Broadband	72	767	716	(51)		(51)	107.1%	
4044 Hospitality	0	70	250	180		180	27.9%	
4045 Insurance	0	3,283	3,750	467		467	87.5%	
4055 Electricity	135	1,352	2,000	648		648	67.6%	
4057 Advertising	24	536	500	(36)		(36)	107.2%	
4071 Health & Safety - Compliance	0	0	161	161		161	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	288	2,030	538	(1,492)		(1,492)	377.4%	
4105 Tree Assessment survey	0	415	538	123		123	77.1%	
4119 Maintenance - General	176	195	102	(93)		(93)	191.5%	
4139 Dog Bags - purchase	0	64	0	(64)		(64)	0.0%	
4141 Dog Bin Servicing	(20)	0	0	0		0	0.0%	
4168 Air Conditioning	0	151	317	166		166	47.6%	
4503 Christmas Events	0	0	2,000	2,000		2,000	0.0%	
Administration :- Indirect Expenditure	17,153	175,130	202,524	27,394	0	27,394	86.5%	7,792
Net Income over Expenditure	(16,407)	285,036	199,443	(85,593)				
6000 plus Transfer from EMR	0	7,792						
6001 less Transfer to EMR	0	50,804						
Movement to/(from) Gen Reserve	(16,407)	242,023						
<u>102 Harleston Kindness Help Hub</u>								
4497 Harleston Kindness Help Hub	0	0	880	880		880	0.0%	
Harleston Kindness Help Hub :- Indirect Expenditure	0	0	880	880	0	880	0.0%	0
Net Expenditure	0	0	(880)	(880)				
<u>103 Team Harleston</u>								
1085 Coronation Event	0	230	0	(230)			0.0%	
1099 Miscellaneous Income	0	0	8,000	8,000			0.0%	
Team Harleston :- Income	0	230	8,000	7,770			2.9%	0
4014 Town Events	(1,522)	898	1,000	102		102	89.8%	30
4081 Jubilee	748	748	2,000	1,252		1,252	37.4%	
4082 Remembrance	0	450	108	(342)		(342)	416.7%	
4085 Coronation Event	(688)	0	0	0		0	0.0%	
4503 Christmas Events	0	1,103	1,000	(103)		(103)	110.3%	48
Team Harleston :- Indirect Expenditure	(1,462)	3,199	4,108	909	0	909	77.9%	78
Net Income over Expenditure	1,462	(2,969)	3,892	6,861				
6000 plus Transfer from EMR	0	78						
Movement to/(from) Gen Reserve	1,462	(2,891)						
<u>105 Grants & Donations</u>								
1103 Donation	0	2,929	0	(2,929)			0.0%	
Grants & Donations :- Income	0	2,929	0	(2,929)				0

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Grants	0	6,960	10,000	3,040		3,040	69.6%	
Grants & Donations :- Indirect Expenditure	<u>0</u>	<u>6,960</u>	<u>10,000</u>	<u>3,040</u>	<u>0</u>	<u>3,040</u>	<u>69.6%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(4,032)</u>	<u>(10,000)</u>	<u>(5,969)</u>				
<u>110 Loan Repayments</u>								
4095 Loan Repayments	4,402	8,803	8,803	(0)		(0)	100.0%	
Loan Repayments :- Indirect Expenditure	<u>4,402</u>	<u>8,803</u>	<u>8,803</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(4,402)</u>	<u>(8,803)</u>	<u>(8,803)</u>	<u>0</u>				
<u>121 Environmental</u>								
4039 Sundries	(28)	0	0	0		0	0.0%	
4083 Planters	0	2,516	1,500	(1,016)		(1,016)	167.8%	1,978
4099 Miscellaneous Expenses	0	0	108	108		108	0.0%	
4110 Bus Shelter Maintenance	0	0	250	250		250	0.0%	
4119 Maintenance - General	(44)	62	54	(8)		(8)	113.9%	
4140 Dog Bin Purchases	0	0	124	124		124	0.0%	
4141 Dog Bin Servicing	0	5,393	2,650	(2,743)		(2,743)	203.5%	
4143 Salt bin purchase	0	0	119	119		119	0.0%	
Environmental :- Indirect Expenditure	<u>(72)</u>	<u>7,971</u>	<u>4,805</u>	<u>(3,166)</u>	<u>0</u>	<u>(3,166)</u>	<u>165.9%</u>	<u>1,978</u>
Net Expenditure	<u>72</u>	<u>(7,971)</u>	<u>(4,805)</u>	<u>3,166</u>				
6000 plus Transfer from EMR	0	1,978						
Movement to/(from) Gen Reserve	<u>72</u>	<u>(5,993)</u>						
<u>122 Street Lighting</u>								
4151 Street Lights Electricity	1,539	4,461	6,000	1,539		1,539	74.4%	
4152 Street Lights Maintenance	85	850	1,097	247		247	77.5%	
Street Lighting :- Indirect Expenditure	<u>1,624</u>	<u>5,311</u>	<u>7,097</u>	<u>1,786</u>	<u>0</u>	<u>1,786</u>	<u>74.8%</u>	<u>0</u>
Net Expenditure	<u>(1,624)</u>	<u>(5,311)</u>	<u>(7,097)</u>	<u>(1,786)</u>				
<u>123 Car Parks</u>								
1030 Car Park Donations - Business	268	1,377	1,000	(377)			137.7%	
1031 Car Park Donations - PC's	100	150	1,075	925			14.0%	
1032 Car Park Donations - Co op	5,000	30,000	30,000	0			100.0%	
1499 Project - parish partnership	0	(2,232)	2,500	4,732			(89.3%)	
Car Parks :- Income	<u>5,368</u>	<u>29,296</u>	<u>34,575</u>	<u>5,280</u>			<u>84.7%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Business Rates	0	11,970	13,674	1,704		1,704	87.5%	
4101 Hedge & Tree Maintenance	0	0	269	269		269	0.0%	
4113 Car Park Maintenance	0	1,475	2,000	525		525	73.8%	
4121 Maintenance - Contractors	0	0	538	538		538	0.0%	
4136 Car Park Lease	0	37,000	38,000	1,000		1,000	97.4%	
Car Parks :- Indirect Expenditure	0	50,445	54,481	4,036	0	4,036	92.6%	0
Net Income over Expenditure	5,368	(21,149)	(19,906)	1,243				
<u>124 Cemetery</u>								
1020 Cemetery - Burials	350	2,910	2,580	(330)			112.8%	
1021 Cemetery - Interment Of Ashes	0	490	538	48			91.1%	
1022 Cemetery - EROB	150	2,470	1,290	(1,180)			191.5%	
1023 Cemetery - Memorials	0	1,240	774	(466)			160.2%	
1024 Cemetery - Maintenance share	0	0	188	188			0.0%	
1026 Reservations Interment Ashes	0	50	161	111			31.1%	
Cemetery :- Income	500	7,160	5,531	(1,629)			129.5%	0
4101 Hedge & Tree Maintenance	0	0	538	538		538	0.0%	
4119 Maintenance - General	0	0	500	500		500	0.0%	
4130 Cemetery Income Share	0	0	914	914		914	0.0%	
4132 Cemetery - Grave Digger	0	0	2,365	2,365		2,365	0.0%	
Cemetery :- Indirect Expenditure	0	0	4,317	4,317	0	4,317	0.0%	0
Net Income over Expenditure	500	7,160	1,214	(5,946)				
<u>125 Markets</u>								
1040 Market Rents	490	1,350	6,000	4,650			22.5%	
Markets :- Income	490	1,350	6,000	4,650			22.5%	0
4053 Market Rates	0	262	290	28		28	90.3%	
4055 Electricity	23	81	269	188		188	30.1%	
4145 Waste Removal	0	250	813	563		563	30.7%	
Markets :- Indirect Expenditure	23	593	1,372	779	0	779	43.2%	0
Net Income over Expenditure	467	757	4,628	3,871				
<u>126 Allotments</u>								
1000 Allotment Rent	0	1,897	1,818	(79)			104.3%	
Allotments :- Income	0	1,897	1,818	(79)			104.3%	0
4033 Subscriptions	0	315	308	(7)		(7)	102.3%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4050 Rents	0	0	731	731		731	0.0%	
4052 Water Charges	0	599	1,024	425		425	58.5%	
4101 Hedge & Tree Maintenance	0	100	215	115		115	46.5%	
4119 Maintenance - General	73	73	269	196		196	27.1%	
Allotments :- Indirect Expenditure	73	1,087	2,547	1,460	0	1,460	42.7%	0
Net Income over Expenditure	(73)	810	(729)	(1,539)				
129 War Memorial								
4111 War Memorial Maintenance	0	525	500	(25)		(25)	105.0%	
War Memorial :- Indirect Expenditure	0	525	500	(25)	0	(25)	105.0%	0
Net Expenditure	0	(525)	(500)	25				
130 Clock Tower								
4112 Clock Tower Maintenance	0	273	296	23		23	92.2%	
Clock Tower :- Indirect Expenditure	0	273	296	23	0	23	92.2%	0
Net Expenditure	0	(273)	(296)	(23)				
131 Public Toilets								
4000 Salaries	307	3,372	2,914	(458)		(458)	115.7%	
4001 Paye/NI	75	801	855	54		54	93.7%	
4006 Pension Contributions	109	1,106	1,090	(16)		(16)	101.4%	
4039 Sundries	(29)	409	0	(409)		(409)	0.0%	
4047 Cleaning Material/Consum- 4039	42	42	212	170		170	19.8%	
4052 Water Charges	0	823	1,419	596		596	58.0%	
4054 Water Charges - building	115	115	0	(115)		(115)	0.0%	
4055 Electricity	0	0	564	564		564	0.0%	
4119 Maintenance - General	0	17	39	22		22	42.7%	
Public Toilets :- Indirect Expenditure	619	6,685	7,093	408	0	408	94.2%	0
Net Expenditure	(619)	(6,685)	(7,093)	(408)				
201 Recreation Ground								
1001 Ground Rent - Football	150	1,740	1,800	60			96.7%	
1003 Ground Rent - Bowls	45	495	540	45			91.7%	
1009 Recreation Ground Hire	0	500	538	38			92.9%	
1015 Recreation Ground Advertising	15	885	0	(885)			0.0%	
Recreation Ground :- Income	210	3,620	2,878	(742)			125.8%	0

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	1,762	19,293	21,417	2,124		2,124	90.1%	
4001 Paye/Nl	470	4,859	6,711	1,852		1,852	72.4%	
4006 Pension Contributions	601	6,337	8,218	1,881		1,881	77.1%	
4010 Staff Training/ Conferences	0	0	250	250		250	0.0%	
4018 Vehicle Fuel Costs	27	572	1,352	780		780	42.3%	
4034 Licences	0	812	161	(651)		(651)	504.1%	
4039 Sundries	(17)	85	0	(85)		(85)	0.0%	
4040 Telephones/Broadband	10	100	129	29		29	77.5%	
4041 Mobile Phones	7	71	65	(6)		(6)	109.6%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4052 Water Charges	0	329	403	74		74	81.6%	
4055 Electricity	41	406	600	194		194	67.6%	
4071 Health & Safety - Compliance	0	350	269	(81)		(81)	130.1%	
4084 Signage - Rec	0	60	500	440		440	12.0%	
4099 Miscellaneous Expenses	0	433	0	(433)		(433)	0.0%	433
4101 Hedge & Tree Maintenance	0	735	538	(197)		(197)	136.6%	
4102 Grass Cutting	0	2,835	4,066	1,231		1,231	69.7%	
4107 Leased Plant	320	3,200	3,440	240		240	93.0%	
4119 Maintenance - General	37	686	619	(67)		(67)	110.8%	
4121 Maintenance - Contractors	0	1,485	1,720	235		235	86.3%	
4122 Maintenance - Malicious Damage	0	0	269	269		269	0.0%	
4123 Equipment Servicing & Repairs	0	63	323	260		260	19.6%	
4124 Equipment Fuel & Oil	0	0	430	430		430	0.0%	
4125 Equipment purchase	15	15	323	308		308	4.6%	
4141 Dog Bin Servicing	0	1,641	832	(809)		(809)	197.3%	
4145 Waste Removal	172	1,623	1,606	(17)		(17)	101.1%	
4164 Tennis Court resurfacing	0	0	645	645		645	0.0%	
4166 Uniforms	0	187	163	(24)		(24)	114.9%	
4170 Play Area Equipment Purchase	0	3,114	0	(3,114)		(3,114)	0.0%	423
4171 Play Area Inspections	0	0	215	215		215	0.0%	
4172 Play Area Maintenance	0	1,437	0	(1,437)		(1,437)	0.0%	
4181 Garden Waste Bins Annual Charg	0	285	228	(57)		(57)	125.0%	
Recreation Ground :- Indirect Expenditure	3,444	54,157	58,703	4,546	0	4,546	92.3%	855
Net Income over Expenditure	(3,234)	(50,537)	(55,825)	(5,288)				
6000 plus Transfer from EMR	0	855						
Movement to/(from) Gen Reserve	(3,234)	(49,681)						

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Gym</u>								
1058 Digital Advertising	0	0	450	450			0.0%	
1059 memberships DD	11,100	112,662	118,250	5,588			95.3%	
1060 Gym - Classes	560	4,623	3,000	(1,623)			154.1%	
1062 Gym - Food & Drink - Confectio	366	2,162	300	(1,862)			720.7%	
1063 Gym - Membership SO's	18	193	350	158			55.0%	
1064 Gym - Membership Cash	2,162	20,559	20,000	(559)			102.8%	
1065 Gym - Personal Training	383	3,534	2,500	(1,034)			141.3%	
1066 Gym - Room Hire	0	58	404	346			14.4%	
1067 Gym - Squash Courts	926	8,637	5,000	(3,637)			172.7%	
1068 Gym - Tennis	66	2,655	2,000	(655)			132.8%	
1070 Protein Food and drink	398	4,004	1,500	(2,504)			266.9%	
1073 Re-sales	27	144	310	166			46.5%	
1074 Gym -advertising	0	467	0	(467)			0.0%	
1075 Table Tennis	0	76	159	83			47.7%	
1086 Gym - Merchandise	42	1,363	0	(1,363)			0.0%	
Gym :- Income	16,045	161,135	154,223	(6,912)			104.5%	0
4000 Salaries	8,147	82,853	87,601	4,748		4,748	94.6%	
4001 Paye/NI	2,207	20,525	17,650	(2,875)		(2,875)	116.3%	
4006 Pension Contributions	2,101	20,669	27,512	6,843		6,843	75.1%	
4010 Staff Training/ Conferences	0	356	650	294		294	54.8%	
4015 Staff Travel & Subsistence	0	70	250	180		180	27.9%	
4018 Vehicle Fuel Costs	(27)	0	0	0		0	0.0%	
4020 Audit Fees - Internal	0	0	387	387		387	0.0%	
4022 Accounting Services	0	880	1,183	303		303	74.4%	
4026 Professional Fees	(175)	0	0	0		0	0.0%	
4033 Subscriptions	25	25	0	(25)		(25)	0.0%	
4034 Licences	170	5,271	3,870	(1,401)		(1,401)	136.2%	
4035 IT Equipment	0	0	108	108		108	0.0%	
4036 IT Software	0	240	355	115		115	67.6%	
4037 IT Support and Consumables	180	1,735	1,739	4		4	99.7%	
4039 Sundries	(295)	861	1,161	300		300	74.2%	
4040 Telephones/Broadband	54	579	538	(41)		(41)	107.6%	
4041 Mobile Phones	9	94	88	(6)		(6)	106.4%	
4045 Insurance	0	1,048	1,071	23		23	97.9%	
4054 Water Charges - building	0	1,439	1,477	38		38	97.4%	
4055 Electricity	230	2,299	3,400	1,101		1,101	67.6%	
4056 Gas	132	318	275	(43)		(43)	115.8%	
4057 Advertising	168	193	1,075	882		882	18.0%	
4058 Digital Advertising	0	0	450	450		450	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Health & Safety - Compliance	0	401	1,075	674		674	37.3%	
4086 Gym - Merchandise	199	1,312	0	(1,312)		(1,312)	0.0%	
4099 Miscellaneous Expenses	0	0	105	105		105	0.0%	
4116 DBS Checks	63	239	215	(24)		(24)	111.4%	
4119 Maintenance - General	40	134	538	404		404	24.8%	
4121 Maintenance - Contractors	0	0	376	376		376	0.0%	
4123 Equipment Servicing & Repairs	825	2,484	1,075	(1,409)		(1,409)	231.1%	
4125 Equipment purchase	268	268	0	(268)		(268)	0.0%	
4126 Gym Equipment Purchases	0	764	4,600	3,836		3,836	16.6%	
4128 Gym Contract Maintenance	153	1,714	1,198	(516)		(516)	143.1%	
4129 Gym sundries	82	829	1,290	461		461	64.3%	
4157 Gym equipment for re-sale	0	0	215	215		215	0.0%	
4159 Gym membership refunds	0	337	50	(287)		(287)	674.0%	
4160 Gym Class Fees	942	6,715	3,689	(3,026)		(3,026)	182.0%	
4162 Food & Drink For Resale	904	984	705	(279)		(279)	139.6%	
4163 Protein products	(299)	2,162	531	(1,631)		(1,631)	407.1%	
4166 Uniforms	0	314	355	41		41	88.6%	
4167 Gym DD Arrangement Fees	969	8,515	5,160	(3,355)		(3,355)	165.0%	
4168 Air Conditioning	0	453	447	(6)		(6)	101.3%	
Gym :- Indirect Expenditure	17,072	167,081	172,464	5,383	0	5,383	96.9%	0
Net Income over Expenditure	(1,027)	(5,946)	(18,241)	(12,295)				
<u>203 Leisure Centre building</u>								
1066 Gym - Room Hire	237	7,724	3,000	(4,724)			257.4%	
Leisure Centre building :- Income	237	7,724	3,000	(4,724)			257.4%	0
4000 Salaries	570	14,204	21,807	7,603		7,603	65.1%	
4001 Paye/Nl	122	2,575	4,177	1,602		1,602	61.6%	
4006 Pension Contributions	159	3,698	7,715	4,017		4,017	47.9%	
4034 Licences	(159)	0	0	0		0	0.0%	
4039 Sundries	(1,291)	0	703	703		703	0.0%	
4042 Fire and Security Alarms	0	0	129	129		129	0.0%	
4045 Insurance	0	3,145	3,211	66		66	98.0%	
4047 Cleaning Material/Consum- 4039	1,412	1,412	3,000	1,588		1,588	47.1%	
4051 Business Rates	0	9,855	12,709	2,854		2,854	77.5%	
4055 Electricity	947	9,465	14,000	4,535		4,535	67.6%	
4056 Gas	529	2,016	6,128	4,112		4,112	32.9%	
4071 Health & Safety - Compliance	0	1,108	1,681	573		573	65.9%	
4072 Security	0	480	877	397		397	54.7%	
4081 Jubilee	(60)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 Miscellaneous Expenses	0	0	376	376		376	0.0%	
4117 Building improvements	0	9	2,688	2,679		2,679	0.3%	
4119 Maintenance - General	161	410	3,225	2,815		2,815	12.7%	
4121 Maintenance - Contractors	0	2,635	4,300	1,666		1,666	61.3%	
Leisure Centre building :- Indirect Expenditure	2,391	51,012	86,726	35,714	0	35,714	58.8%	0
Net Income over Expenditure	(2,154)	(43,289)	(83,726)	(40,437)				
<u>498 Section 106</u>								
1110 Section 106	0	21,509	0	(21,509)			0.0%	
Section 106 :- Income	0	21,509	0	(21,509)				0
4498 Section 106	0	21,509	0	(21,509)		(21,509)	0.0%	
Section 106 :- Indirect Expenditure	0	21,509	0	(21,509)	0	(21,509)		0
Net Income over Expenditure	0	0	0	0				
<u>501 Projects</u>								
4506 Neighbourhood Plan	0	800	0	(800)		(800)	0.0%	800
Projects :- Indirect Expenditure	0	800	0	(800)	0	(800)		800
Net Expenditure	0	(800)	0	800				
6000 plus Transfer from EMR	0	800						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	23,597	697,015	617,992	(79,023)			112.8%	
Expenditure	45,268	561,542	626,716	65,174	0	65,174	89.6%	
Net Income over Expenditure	(21,671)	135,473	(8,724)	(144,197)				
plus Transfer from EMR	0	11,503						
less Transfer to EMR	0	50,804						
Movement to/(from) Gen Reserve	(21,671)	96,172						

Date: 15/03/2024

Redenhall With Harleston Town Council

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Time: 14:41

User: TB

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Community Bank Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current account - Community Ac	29/02/2024		196,141.62
			<u>196,141.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			196,141.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			196,141.62
		Balance per Cash Book is :-	196,141.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - Base Rate Reward - 63306291**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Base Rate Reward - 63306291	29/02/2024		65,634.91
			<u>65,634.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			65,634.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			65,634.91
		Balance per Cash Book is :-	65,634.91
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 3 - Higher Rate - 53083454**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Higher Rate - 53083454	29/02/2024		348,017.95
			<u>348,017.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			348,017.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			348,017.95
		Balance per Cash Book is :-	348,017.95
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 4 - Business Premium 03089312**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Premium 03089312	29/02/2024		852.93
			852.93
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			852.93
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			852.93
		Balance per Cash Book is :-	852.93
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Regulatory reason	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Date Paid	Code/Cost Centre
Regular Utilities & Rates payment (Direct Debit) (6.7 Financial Regulations)				£	£	£	£	£	£		
Stat Duty	HMRC	Employees NI/PAYE - January	TC	2501.68	£ 2,798.43	£ 75.11	£ 5,375.22		£ 5,375.22	15/02/2024	4001/Various
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,816.23	£ 2,861.24	£ 109.22	£ 5,786.69		£ 5,786.69	15/02/2024	4006/Various
Approved by the Finance Committee Feburary 2024 Meeting	Red Dune Ltd	Website hosting & yearly SSL certicate, wordpress, updates ad fixing issues	TC	£ 540.00	£ -	£ -	£ 450.00	£ 90.00	£ 540.00		4036 101
	SLCC	Membership Fee: Emma Chandler	TC	£ 199.66	£ -	£ -	£ 199.66	£ -	£ 199.66		4033 101
	Magnus	Print for 400 flyers for Bird Trail - January event	TC	£ 50.00	£ -	£ -	£ 50.00	£ -	£ 50.00		4014 103
	Gym Repair Services (GRS)	GRS - Pulley Wheel	LCMC	£ -	£ 33.60	£ -	£ 28.00	£ 5.60	£ 33.60		4123 202
		Valentines & Pancakes events	TC	£ 18.96			£ 18.96		£ 18.96		4014 103
		Stamps for the office	TC	£ 12.00			£ 12.00		£ 12.00		4039 101
	Total Expenses to Clare Crane						£ 30.96	£ -	£ 30.96		
	NALC	Biodiversity course - 09/02/2024 - Keith Harrison	TC	£ 36.00			£ 36.00		£ 36.00		4011 101
		HR Support - October	TC	£ 112.50			£ 112.50		£ 112.50		4023 101
		HR Support - January	TC	£ 11.25			£ 11.25		£ 11.25		4023 101
	Total to Kim Bryant						£ 123.75	£ -	£ 123.75		
	Denmans	Bulkhead LED bulb	LCMC		£ 39.41		£ 32.84	£ 6.57	£ 39.41		4119 203

Regulatory reason Regular payments (BACS and or DDR) (5.6 Financial Regulations)	Payee Name	Transaction Details	Committee	Town Council	LCMC	Amenities	NET	VAT	TOTAL	Code/Cost Centre
Contractual	Cozens	Street Lighting - February 2024	Amenities			£ 102.00	£ 85.00	£ 17.00	£ 102.00	4152/122
Stat Duty	HMRC	Employees NI/PAYE - February	TC	£ 2,432.54	£ 2,641.41	£ 75.16	£ 5,149.11		£ 5,149.11	4001/various
Lease	ASL	Photocopier	TC	£ 30.55			£ 25.46	£ 5.09	£ 30.55	4031 101
Lease	Ben Burgess	Lease of John Deere - 01/02/2024 - 29/02/2024	LCMC		£ 384.00		£ 320.00	£ 64.00	£ 384.00	4107 201
Contractual - Approved LCMC 10/01/24 203/4121 Maintenance Contractors	Fresh Air	To replace 2 out of the 3 wall extract fans	LCMC		£ 1,428.00		£ 1,190.00	£ 238.00	£ 1,428.00	4168 101 202
Stat Duty	Norfolk Pension	Employees Salary	TC	£ 2,779.30	£ 2,678.48	£ 109.21	£ 5,566.99		£ 5,566.99	4006/various
Obligation	Rejuvenate Yoga	Yoga Classes - February	LCMC		£ 277.00		£ 277.00		£ 277.00	4160 202
Obligation		Classes - February	LCMC		£ 465.00		£ 465.00		£ 465.00	4160 202
Contractual - Paid on 28/02/24 - Contracted monthly amount	Magnus	February Event Management & Promotions for Harleston Town Council	TC	£ 1,600.00			£ 1,600.00		£ 1,600.00	4000 101
	Barclaycard - Amazon	Amazon - ABE Protein products	LCMC		£ 241.81		£ 201.46	£ 40.35	£ 241.81	4163 202
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 175.45		£ 146.21	£ 29.24	£ 175.45	4163 202
	Barclaycard - Myprotein	Protein items	LCMC		£ 80.80		£ 80.80		£ 80.80	4163 202
	Barclaycard - Text magic	Text Magic credit (£20.00)	TC	£ 24.00			£ 20.00	£ 4.00	£ 24.00	4014 103
	Barclaycard - Lamp Light	Lamp Light of Peace - D-Day 80th Anniversary Lamp Light of Peace	TC	£ 55.00			£ 55.00		£ 55.00	4099 101
	Barclaycard - Spotify	Spotify - Licence	LCMC		£ 10.99		£ 10.99		£ 10.99	4034 202
	Barclaycard - Amazon	Amazon - Valentines card - Valentines event	TC	£ 39.94			£ 33.24	£ 6.70	£ 39.94	4014 103
	Barclaycard - Facebook	Facebook - Advertising	LCMC		£ 9.00		£ 9.00		£ 9.00	4057 202
	Barclaycard - Nespresso	Nespresso - coffee supplies	LCMC		£ 144.10		£ 144.10		£ 144.10	4039 102
	Barclaycard - Your Coca-Cola	Protein products	LCMC		£ 94.97		£ 94.97		£ 94.97	4163 202
	Barclaycard - Smarty	Smarty - Vodafone hub maintenance	LCMC		£ 10.00		£ 10.00		£ 10.00	4040 201
	Barclaycard - Card fee	Card fee	TC	£ 32.00			£ 32.00		£ 32.00	4099 101
	Total Barclaycard				£ 767.12				£ 918.06	
	Magnus	Arts & Crafts and printing flyers for Mothers Day	TC	£ 72.84			£ 72.84		£ 72.84	4014 103
	ESPO	Stationery - Gym and TC office	LCMC	£ 80.34	£ 151.86		£ 204.65	£ 27.55	£ 232.20	4039 101 202
	Falcon Publications	Harleston Town Guide 2024/25 Half Page Ad	LCMC		£ 300.00		£ 250.00	£ 50.00	£ 300.00	4057 202
Approved at Finance 14/02/24 EMR 338 Prof Fees	Compass Point	Prep & del of on-line planning training session for Town Councillors	TC	£ 350.00			£ 350.00		£ 350.00	4026 101 EMR338
	Robinson's Traditional Stationers	Annual Town Meeting - posters, flyers and 50 parking stickers	TC	£ 101.00			£ 85.37	£ 15.63	£ 101.00	4039 101
	Tas Valley Fire	6 Monthly - Fire Alarm Service and Emergency Lighting Service	TC	£ 144.00			£ 120.00	£ 24.00	£ 144.00	4071 203
	UgoBuild	Atlas Round back to Wall Pan - Public Toilets	Amenities			£ 122.78	£ 102.32	£ 20.46	£ 122.78	4115 131
	UgoBuild	Corner Brace Zinc Bracket	Amenities			£ 0.85	£ 0.71	£ 0.14	£ 0.85	4099 121
	UgoBuild	Multi-Fix Masonry Bolts Hex Flange Exterior Silver	Amenities			£ 2.93	£ 2.44	£ 0.49	£ 2.93	4099 121
	Total Ugo Build								£ 126.56	
	Stonechild Meditation	1 hour Meditation classes	LCMC		£ 97.00		£ 97.00		£ 97.00	4160 202
Approved at Finance 14/02/24	Grapevine	Donation to the Grapevine	TC	£ 250.00	£ -	£ -	£ 250.00	£ -	£ 250.00	4099 101
	Force Fresh	Cleaning materials and consumables - Toilets & Building	LCMC/Amenities	£ -	£ 154.76	£ 187.59	£ 285.29	£ 57.06	£ 342.35	4119 131 203
	Force Fresh	Hose Assembly from FA250 Toolkit	LCMC	£ -	£ 17.40	£ -	£ 14.50	£ 2.90	£ 17.40	4119 203
	Force Fresh	Centrefeed rolls - Gym	LCMC	£ -	£ 124.56	£ -	£ 103.80	£ 20.76	£ 124.56	4119 202
FR4.1 Chair of the TC approved via email 13/03/24	Total Force Fresh								£ 484.31	
FR4.7 - Emergency work for quote for repairs - Chair of the TC approved via email 13/03/24	T C Garrett	Erect scaffold to gain access to ascertain scope of repairs and report	LCMC	£ -	£ 1,692.60	£ -	£ 1,410.50	£ 282.10	£ 1,692.60	4117 203
Pay the Clerk and reimburse the Petty Cash	Petty Cash - Gym & TC	Office sundries	LCMC/TC	£ 21.35	£ 4.75		£ 26.10		£ 26.10	4039/101/202

Quotation Summary

Energy Type	Meter Location	Meter Type	Quantity
Gas	See Attached Quotation	Gas Meter	1

Annual Consumption

Day	Night	Eve/Wknd	Total
37,041	0	0	37,041

Supplier Offers

Current Estimated Annual Spend

£3,515.13

EDF term:12 plan type:Online Only £2,647.08
Estimated Annual Saving £868.05
Estimated Percentage Saving 24.69%

British Gas term:24 plan type: £2,655.40
Estimated Annual Saving £859.73
Estimated Percentage Saving 24.46%

British Gas term:12 plan type: £2,661.55
Estimated Annual Saving £853.59
Estimated Percentage Saving 24.28%

British Gas term:36 plan type: £2,699.90
Estimated Annual Saving £815.23
Estimated Percentage Saving 23.19%

EDF term:24 plan type:Online Only £2,721.16
Estimated Annual Saving £793.97
Estimated Percentage Saving 22.59%

Supplier Offers

Crown, Term:30/09/2026, Product:You Fix, Fuel:Gas £2,724.04
Estimated Annual Saving £791.10
Estimated Percentage Saving 22.51%

EDF term:36 plan type:Online Only £2,906.37
Estimated Annual Saving £608.77
Estimated Percentage Saving 17.32%

Crown, Term:30/09/2026, Product:You Fix, Fuel:Gas

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	5.068	0	0	0	2.320	£ per day	37,041	0	0	37,041	£2,724.04

EDF term:12 plan type:Online Only

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	6.900	0	0	0	25.000	Pence per day	37,041	0	0	37,041	£2,647.08

British Gas term:24 plan type:

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	6.630	0	0	0	54.680	Pence per day	37,041	0	0	37,041	£2,655.40

British Gas term:12 plan type:

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	6.660	0	0	0	53.320	Pence per day	37,041	0	0	37,041	£2,661.55

British Gas term:36 plan type:

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	6.760	0	0	0	53.680	Pence per day	37,041	0	0	37,041	£2,699.90

EDF term:24 plan type:Online Only

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	7.100	0	0	0	25.000	Pence per day	37,041	0	0	37,041	£2,721.16

EDF term:36 plan type:Online Only

Meter Number	Address	Start Date	Day Rate	Night Rate	Other Rate	FITS	Standing Charge	Standing Charge Frequency	Day AQ	Night AQ	Other AQ	Total AQ	Estimated Annual Spend
<u>70420806</u>	MEMORIAL LEISURE CENTRE WILDER	01/10/2024	7.600	0	0	0	25.000	Pence per day	37,041	0	0	37,041	£2,906.37

Disclaimer, Please note; Utility Aid Limited (**UAL**) and the **Client**;

- This report and any communications in relation to the contents of this report are private, confidential, and intended for the client only.
- Prices are provided in accordance with UAL standard terms and conditions and do not include VAT.
- All prices include UAL commissions, unless agreed otherwise.
- Any supply contract entered into is a direct contract between the client and the selected energy supplier, and as such, the client will be bound by the terms and conditions provided by the energy supplier. It is the client's responsibility to ensure it has read, understood, and accepted the energy supplier's terms and conditions before accepting any contract.
- All offers made by the suppliers are subject to their terms and conditions, availability, and credit status. The suppliers reserve the right to vary or withdraw any offer at any time without prior notice.
- UAL is not liable for any damages or losses of any kind, whether foreseeable or not (including, but without limitation, financial loss, damages for loss in business projects, loss of profits, or other consequential losses) arising in contract, tort, or otherwise as a direct or indirect result from action taken or decisions made as a result of reliance on material, in whole or in part, contained in the report. Nothing contained in the report constitutes financial, legal, tax, or other advice, nor should any investment or any other decision be made solely based on the report content.
- Please note your supplier may require you to install a smart meter at the commence date of your contract, some suppliers can apply charges if this clause is not met. Please refer to the suppliers terms and conditions at point of agreeing a contract with your chosen supplier.
- It is the responsibility of the client to;
 - Ensure all the tendered properties are the responsibility of the client. If any sites are not the responsibility of the client, these should be immediately identified to UAL so that they can be removed from any future supply contracts.
 - Ensure all sites are eligible to transfer to a new supplier, including ensuring that termination notices have been issued in accordance with the incumbent energy supplier's terms and conditions and that any debt greater than 30 days old has been cleared.
 - Aware that any objections to the transfer could result in out-of-contract rates being applied by the incumbent supplier.
 - They understand all quotations are based on industry held data for the previous 12 months and it is the client's responsibility to check all site, meter, and consumption data for accuracy and completeness, raising any discrepancies prior to acceptance.
 - There are elements of cost and rates that could be PT (pass-through) within all supplier contracts that are potentially subject to change either before, during, or after the life of the contract. These charges are referred to as non-energy costs and include, but are not limited to metering, transportation, distribution, energy market reform, climate change levies (CCL), and any other third-party or pass-through charges. UAL has no responsibility over these changes should they occur and therefore cannot be held liable.

**QUOTE**

VAT Registration Number
128159311

Quote Date
18-09-2023

Quote Number
APL4757 | Accessible
roundabout

Redenhall with Harleston Town Council
Memorial Leisure Centre.
Wilderness Lane,
Harleston
Norfolk
IP20 9DD

Qty	Item	Description	Unit £	VAT	Total
1	Carousela Wheelchair Accessible Roundabout	Product code RAD09	£6,125.00	20.00%	£6,125.00
25	Surfacing ground works (Tiger Mulch)	Excavate area to 50mm, install geo textile plus 50mm depth base stone	£55.00	20.00%	£1,375.00
25	Tiger Mulch TM Safety Surfacing	25msg of Tiger Mulch TM resin bonded rubber: BS EN1176 and BS EN1177 Safety surfacing certificates provided on request.	£148.56	20.00%	£3,714.00
1	1 x Installation	Installation for the above	£1,560.00	20.00%	£1,560.00
1	Site Set Up	Fencing, Welfare, Skip/Waste Disposal	£550.00	20.00%	£550.00
NET					£13,324.00
VAT					£2,664.80
GROSS					£15,988.80

Action Play & Leisure's play equipment is manufactured in the UK and Europe and installed in compliance with BS EN.1176 and safety surfacing is compliant with BS EN.1177.

Action Play & Leisure offer the following guarantees;

Timber 15 years

Steel work 15 years

Ropes 6 years

Installation foundations 1 year (Action Play & Leisure installers)

Safergrass Mats 5 years

Wet Pour rubber 5 years

Tiger Mulch 5 years

Should you wish to discuss the above quotation please feel free to contact me on 01953 787 809 / 07736 494 197 or email me on dean@actionplayandleisure.co.uk

Kind Regards

Dean Barker



QUOTE

VAT Registration Number
128159311

Quote Date
12-12-2023

Quote Number
APL4858 | Tiger
Mulch Surfacing

Redenhall with Harleston Town Council
Memorial Leisure Centre.
Wilderness Lane,
Harleston
Norfolk
IP20 9DD

Qty	Item	Description	Unit £	VAT	Total
46	Surfacing ground works (Tiger Mulch)	Excavate area to remove existing rubber tiles, install geo textile plus 50mm depth base stone	£45.00	20.00%	£2,070.00
46	Tiger Mulch TM Safety Surfacing	46msg of Tiger Mulch TM resin bonded rubber: BS EN1176 and BS EN1177 Safety surfacing certificates provided on request.	£115.46	20.00%	£5,311.16
1	Site Set Up	Fencing, Welfare, Skip/Waste Disposal	£650.00	20.00%	£650.00
			NET		£8,031.16
			VAT		£1,606.23
			GROSS		£9,637.39

Action Play & Leisure's play equipment is manufactured in the UK and Europe and installed in compliance with BS EN.1176 and safety surfacing is compliant with BS EN.1177.

Action Play & Leisure offer the following guarantees

Installation foundations 1 year (Action Play & Leisure installers)

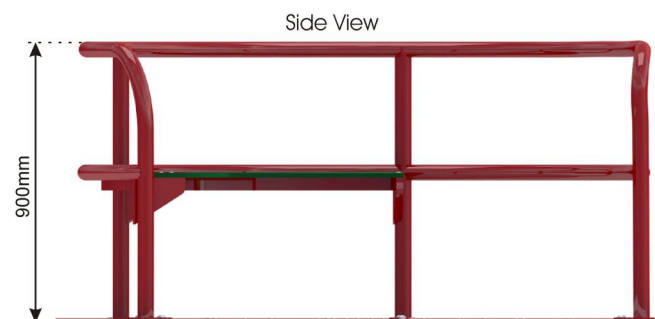
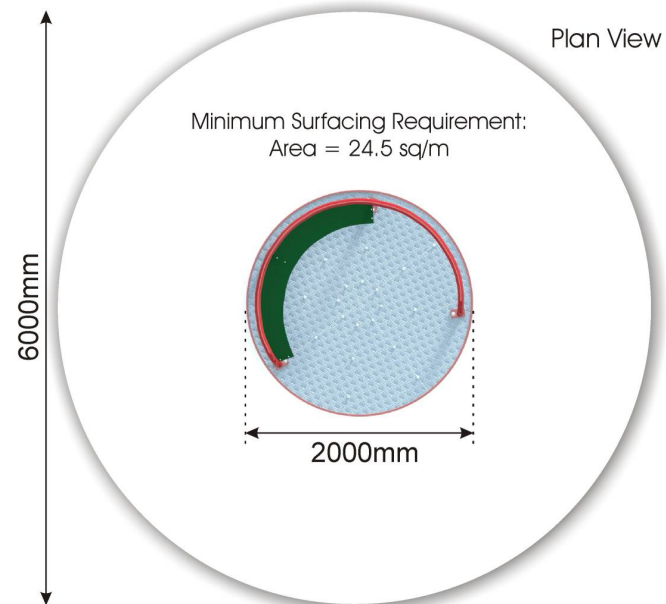
Tiger Mulch 5 years

Should you wish to discuss the above quotation please feel free to contact me on 01953 787 809 / 07736 494 197 or email me on dean@actionplayandleisure.co.uk

Kind Regards

Dean Barker

WHEELCHAIR ACCESS CAROUSELA



Age Range: 3+ years
Product Code: RAD09
Free Fall Height: N/A
Surfacing Area: 28sq m
Minimum Space: 48sq m

Play Symbols



Specification

Aluminium Floor,
HDPE Plastic Seatings,
Powder Coated Galvanised Steel
Frame

T: 01953 787802
F: 01953 788992
E: info@actionplayandleisure.co.uk
www.actionplayandleisure.co.uk

WHEELCHAIR ACCESS CAROUSELA



Age Range: 3+ years
Product Code: RAD09
Free Fall Height: N/A
Surfacing Area: 28sq m
Minimum Space: 48sq m

Play Symbols



Interactive Play



Physical

Specification

Aluminium Floor,
HDPE Plastic Seatings,
Powder Coated Galvanised Steel
Frame

T: 01953 787802
F: 01953 788992
E: info@actionplayandleisure.co.uk
www.actionplayandleisure.co.uk

Clare Crane
Redenhall with Harleston Town Council

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

prideinplace@southnorfolkandbroadland.gov.uk

Our ref: SNIPCG56

Date: 13th March 2024

Dear Redenhall with Harleston Town Council

UKSPF Pride in Place Community Grant

Thank you for your recent Application ('the Application') to the UK SPF Pride in Place Community Grant Fund. The application was made by Redenhall with Harleston Town Council ('the Beneficiary').

We are pleased to inform you that in principle, the Application has been successful in achieving grant funding. South Norfolk Council has agreed to make an award of up to £13,500 to help fund the Harleston Memorial Leisure Centre Feasibility Study, subject to the conditions set out within this grant funding agreement letter ('the Agreement') and its supporting annexes.

We regret to inform you however, that your application for the Time for the Town Gala Dinner has been unsuccessful. Decisions were made after careful consideration of each application and supporting documents, by both independent appraisers and a project panel.

If you wish to receive the funding to support your Project and you are willing to comply with the conditions set out within the Agreement, please sign the Acknowledgement within this document and return the document in its entirety to the email quoted at the top of the page. By signing and returning the Acknowledgement you declare that you understand and will be bound by them.

This Agreement offer will automatically lapse if the Acknowledgement is not signed and returned alongside the specific supporting documents by **Tuesday 26th March 2024.**

Yours sincerely,

Andy Sexton
Pride in Place Relationship Manager



Acknowledgement of Grant Funding Agreement

Project Reference: SNPIPCG56

Project Name: Harleston Memorial Leisure Centre Feasibility Study

1. I/We acknowledge receipt of the Agreement and confirm that I/we wish to receive funding in the support of the delivery of the Project, which is conditional on the terms as received.
2. I/We have signed this Acknowledgement in confirmation that I/we have read and understood the Agreement.
3. I/We have signed this Acknowledgement of the Agreement in the space indicated below and are hereby returning it.
4. I/we confirm that I am/we are authorised to sign this Acknowledgement on behalf of the Beneficiary and to commit the Beneficiary to complying with the Agreement.

SIGNED by, or for and on behalf of Beneficiary:

Signature:

Name:

Position:

Date:

Please provide us with bank details to enable us to make payment upon receipt of financial drawdown requests:

Account Name:

Account Number:

Sort Code:

Address:

Annex A – Grant Award

Grant Award

A grant of £13,500 is awarded for the project on the terms set out in this agreement.

Grant Schedule

Your agreed UK SPF Pride in Place Community Grant drawdown for the project is scheduled to be as follows:

	2024 - 2025	Total
UK SPF Pride in Place Community Grant	£13,500	£13,500

Project Start Date	1 st April 2024
Project End Date	31 st Dec 2024

Please note: Your project must commence within six months of grant approval and complete no later than the 31 December 2024.

Agreed Expenditure

The agreed items that can be claimed as UK SPF Pride in Place Community Grant Expenditure are detailed in the table below:

Description of Item	Total
Feasibility study to support the delivery of a new community centre and hub for the residents of Harleston	£13,500
Total	£13,500

Please note: The UK SPF Pride in Place Community Grant drawdown schedule set out above cannot be altered without the submission and approval within the relevant section in the highlight report.

Please note: Where schemes do not proceed or are at risk of not delivering within agreed time frames, the grant offer will be withdrawn.

Please note: Funds cannot be transferred to another project and should only be spent on expenditure as set out above.

Annex B – Outputs

Agreed outputs

As part of the UK Shared Prosperity Funding, South Norfolk and Broadland District Councils are committed to achieving a range of project outputs and outcomes that positively impact the community. The project team have created specific outcomes for your project that we believe are achievable. However, we also believe that you know your scheme best, we therefore welcome any feedback and consideration from yourselves on your outcomes. If you have any further recommendations, please contact the Pride in Place Relationship Manager.

The following table shows the outputs agreed to be met by the end of the project period.

	Project Outputs:	Outputs achieved:
01	Overall outcome: Completion of the feasibility study.	15 December 2024 Highlight Report 3
02	Feasibility Report: Submission of the completed written report of the feasibility study.	15 Dec 2024
03	Financial: Once the Project is complete and all invoices have been paid, the Project Close-Down Report must be completed, and all drawdown finalised.	31 Dec 2024

Annex C – Project specific conditions

1. The Beneficiary should provide an **updated risk register** (template provided) which considers all factors that could affect the progress of the Project. **This is to be submitted by 26 March 2024.**
2. Beneficiary shall submit detailed quarterly highlight reports to the Pride in Place email address, quoted at the top of this letter, in line with the schedule set out in Annex D. (This will include submitting images to demonstrate the improvements, where capital grants are being awarded.)
3. The beneficiary shall only submit claims for funding alongside a completed quarterly highlight report or a project close down report.
4. The beneficiary shall only claim for items detailed in the agreed UK SPF Pride in Place Community Grant Expenditure table of Annex A.
5. Grant payments will be made in arrears. Evidence must be provided, that contracted outputs have been delivered and the items have been paid for in full before a grant claim is submitted. This will require evidence of expenditure, through the supply of invoices and receipts.
6. The beneficiary will formally close the Project once it has completed all delivery, and supply images of the improvements (in instances where capital grants are being awarded.), or a copy of the Feasibility Study undertaken.
7. The beneficiary accepts that any work undertaken prior to providing all additional evidence, as set out within this document, will progress at their own risk. In addition to this Funding may not be drawn down until all required permissions have been agreed and confirmation supplied to the Pride in Place email address, as quoted at the top of this letter.
8. By signing this declaration, you are confirming that your organisation will not exceed their Subsidy Control limit when receiving this grant award. (For further information please visit [Subsidy Control Guidance](#))

Annex D – Project Delivery Documentation

By accepting the UK SPF Pride in Place Community Grant, you are liable to submitting various documents as part of the monitoring and reporting process. All templates will be sent to applicants prior to the first submission, this will include a Project Highlight Report, Funding Drawdown spreadsheet and Risk Register.

Reporting Dates:

	Progress up to:	Report submitted by:
Highlight Report 1	31 May 2024	15 June 2024
Highlight Report 2	31 August 2024	15 September 2024
Highlight Report 3	30 November 2024	15 December 2024
Project Close Down Report		When required

Project Highlight Report

It is the responsibility of the Beneficiary to update the Pride in Place Manager on the progress of the project.

Quarterly Highlight Reports must be submitted by the dates set out above. Within these reports, an update should be provided on the activity carried out within the previous 3 months, progression against project milestones, current expenditure, an update on the programmes schedule and any risks that have arisen/ need to be mitigated. Photographs will also be required at each quarter to demonstrate the progress of the Project (in instances where capital grants are being awarded.)

All highlight reports will be reviewed internally, with any concerns raised with the Project Board. Repeated or frequent non-submissions will result in claims being paused or delayed, until a formal update meeting has been held with the applicant. Where projects miss three deadlines in a row, all remaining project funding allocated will be removed.

Any alterations to the original scheme need to be submitted throughout the relevant section on the Project Highlight Report, this includes any changes to the programmes schedule.

Please note, condensed highlight reports will be required after the project has completed, in order to collect data for the milestones. These will be required for one year after the project commences.

Claim Submission

Claims must be made through the Project Highlight Report, using the 'Funding Drawdown' document. Claims must include an overview of all expenditure made throughout the period. The total expenditure must be clearly stated on the document as well as how much you are requesting to reclaim. Claims must only include items which have been agreed in Annex A.

In addition to submitting the 'Funding Drawdown' document the team will require a copy of invoices, proof of payment and any images which support the project. These should be named as the line they represent on the 'Funding Drawdown' document.

Please note: Claims must only be submitted when submitting Project Highlight Reports or a Project Close down report.

Please note: Funding will be paid directly into the bank account of the Beneficiary via BACS transfer from South Norfolk Council.

Please note: Where applicants have stated within their application form, that they are registered for Value Added Tax, they will not be able to claim this money back through this scheme.

Project Close-Down Report

It is the responsibility of the Beneficiary to inform the Pride in Place Manager when the project has completed its delivery and has claimed all of its UK SPF Pride in Place Community Grant. This should be done by requesting and completing the Project Close-Down Report.

Annex E – Project Communication

The UK SPF Pride in Place Community Grant is funded by the UK Government through the UK Shared Prosperity Funding (UKSPF) programme that has been rolled out across the United Kingdom to help support the Levelling Up agenda.

Applicants awarded a grant will be expected to acknowledge the support and involvement of the UKSPF in any communications regarding their projects, as well as on all relevant marketing or promotional materials. This includes use of the Levelling Up logo.

Where details of the project are published on a website, please reference the funding stream utilised by including: [This project is [funded/part-funded] by the UK government through the UK Shared Prosperity Fund.]

For further information on UKSPF Branding and Publicity please click [here](#).

If you require any specific information on branding and publicity, please get in contact with the Pride in Place Relationship Manager who will provide further information.



**Funded by
UK Government**



Evaluation Criteria Methodology:

All tenders will be scored out of 100, split into two main criteria: technical compliance and price. The number of points available from the price and technical compliance criteria is determined by the importance of these criteria to the services being purchased and is dependent on the risk and value of the contract to be awarded.

Technical Compliance (scored section 50%):

Bidders need to propose a product which is compliant with the specification listed within the document.

Score	Marking Criteria
0	Completely unsatisfactory response – Nil response to question.
10	Unsatisfactory response – Limited information or Respondent would not have ability in delivering to the required standard.
20	Poor response – Respondent would only meet some of the requirements of the contract some of the time.
30	Acceptable response – Respondent would be likely to meet basic contract standards but further work may be required to ensure standards are met consistently.
40	Good response – clearly indicating Respondent has fully understood and can consistently apply and deliver all the required contract standards.
50	Excellent response – Comprehensive understanding of the requirements and demonstrates that they are likely to exceed the required standards of the contract.

Price – 50%:

Price has a total weighting of 50%, therefore the maximum marks available for this part of the RFQ will be 50 and will be awarded to the lowest price submitted by the potential supplier. The remaining suppliers will receive marks on a pro rata basis from the cheapest to the most expensive price.

The calculation used is the following:

Score = ((Lowest Tender Price/Tender Price) x [50]) (Maximum available marks)

For example, if three tender responses are received and Supplier A has quoted £3,000 as their total price, Supplier B has quoted £5,000 and Supplier C has quoted £6,000 then the calculation will be as follows:

Potential Supplier A Score = ((£3000/£3000) x [50]) (Maximum available marks) = [50]

Potential Supplier B Score = ((£3000/£5000) x [50]) (Maximum available marks) = [30]

Potential Supplier C Score = ((£3000/£6000) x [50]) (Maximum available marks) = [25]

Tender Number	Councillor 1 - Score	Councillor 2 - Score	Councillor 3 - Score	Councillor 4 - Score	Councillor 5 - Score	Councillor 6 - Score	Sub Total Score (All scores added together)	Average Score (Sub Total Score divided by 6 councillors marking the Technical Compliance)	Total Score (Rounded up for marking)	In order of Technical Compliance
1	40.00	30.00	50.00	30.00	50.00	40.00	240.00	40.00	40	1
2	30.00	30.00	20.00	20.00	20.00	10.00	130.00	21.67	30	2
3	30.00	30.00	10.00	40.00	40.00	40.00	190.00	31.67	40	1
4	30.00	30.00	40.00	40.00	40.00	40.00	220.00	36.67	40	1
5	40.00	30.00	40.00	50.00	30.00	40.00	230.00	38.33	40	1

Tender Number	Scoring for Costing	Total Score for Costing (Rounded Up for marking)	In order of Costing
1	50.00	50	1
2	19.64	20	4
3	7.94	10	5
4	22.00	25	3
5	36.67	40	2

Tender Number	Total Score COMPLIANCE	Total Score COSTING	Total Overall Score	Position
1	40	50	90.00	1st
2	30	20	50.00	4 th
3	40	10	50.00	4 th
4	40	25	65.00	3 rd
5	40	40	80.00	2nd

Tender Number	Total Overall Score - Out of 100	Position
1	90.00	1 st
5	80.00	2 nd



Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

via e-mail

Redenhall with Harleston Parish Council

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011
DX 135927 Norwich 13

cc Cllr Martin Wilby – FAO

Your Ref:

Date: 30 March 2024

Email: ppschemes@norfolk.gov.uk

Delivering local highway improvements in partnership with Town and Parish Councils 2024/25

I am pleased to advise that your bid for Posts has been successful and will be funded up to 50% in accordance with the terms and conditions below.

This funding must be spent in the 2024/25 financial year unless agreement is reached with Linda McDermott on 01603 228905: ppschemes@norfolk.gov.uk. If deferred you will need to send an updated quote the following year.

I hope this offer will be acceptable, and helpful in delivering local priorities.

I would like to thank you for the thought and effort you have put into your submission and for supporting this initiative and being prepared to contribute funding towards it. I hope that through working in partnership we can deliver a scheme that will benefit your local community for many years to come.

Should you need any further information in meantime, then please contact Area Programme Engineer, Linda McDermott on 01603 228905 or email her at: ppschemes@norfolk.gov.uk

Yours sincerely

Graham Plant
Cabinet Member for Highways, Infrastructure and Transport
Enc.

Continued.../

Norfolk County Council: Conditions for delivering a small highway Improvement scheme in partnership with Redenhall with Harleston Parish Council. 2024/25

Scheme title: Posts

1. Timescale

We aim to deliver schemes in the financial year 2024/25, although some (for example, where land is required) may take longer.

In this case, your scheme is fairly straightforward and we expect to deliver it at a time we will agree with you. Your local Highway Engineer will keep you informed of the planned programme date.

2. Funding

The County Council will support up to 50% of the cost of scheme. If the scheme is delivered below the estimated cost you were provided with, your share of the saving will be refunded.

Unless it has been agreed in writing between yourselves and Norfolk County Council all funds need to be spent in 2024/25. Once bids are approved, the terms should not be altered (i.e. change of supplier etc.) without our express agreement.

Based on your submission the proposed cost share is as follows:

Total scheme costs	£14,000
Parish Contribution	£7,000
Norfolk County Council Contribution	£7,000

Due to the tight timescales involved in delivering schemes, we would be grateful if you could please send your cheque for your parish's contribution along with the required signed consent/conditions forms as soon as possible to allow works to be programmed. If you wish to send your contribution by BACs transfer please contact Linda Mcdermott to discuss the process

On highway scheme – works organised by NCC

We ask that, before works start, the Parish/Town Council:

1. Work with our staff to prepare any required detailed scheme design.
2. Transfers its funding contribution to **Norfolk County Council**, at County Hall, Martineau Lane, Norwich NR1 2SG

3. Acceptance form to be returned marked for the attention of Linda McDermott.

As authorised representative of Redenhall with Harleston Parish Council I hereby accept the above conditions for delivering the scheme.

Signed by:

Name: _____

Official capacity: _____

Signature: _____

Date: _____

Witnessed by:

Name: _____

Official capacity: _____

Signature: _____

Date: _____

Briefing Paper for the Internal Audit 2023/24

Purpose – To inform councillors of the steps that have been taken to obtain an Internal Auditor.

- To obtain quotes from auditors
- To provide information on budget

Outcome – For Councillors to decide who the council wishes to complete the audit.

The following letter sent to the following Auditors.

T. Brown, R. Canwell, S. Blythe

17th February 2024

Dear,

This letter outlines the requirements for to provide a quotation to conduct an Internal Audit for 2023/24 and for it to be carried out in accordance with Redenhall with Harleston Town Council's needs.

Subject to this quotation being satisfactory, the Council will provide a letter of engagement to you, of which will need to be agreed and accepted.

Based on the findings in the areas examined the internal audit conclusions are to be summarised in a report and the table of the Annual Internal Audit Report 2023/24 to be completed (as set out in the AGAR).

Set out below are the objectives of internal controls, the internal audit is to provide conclusions on whether in all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the authority.

- A. Appropriate accounting records have been kept properly throughout the year.**
- B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.**
- C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**
- D. The precept or rates requirement resulted from an adequate budget process; progress against the budget was regularly monitored and reserves were appropriate.**
- E. Expected income was fully received based on correct prices, properly recorded, and promptly banked; and VAT appropriately accounted for.**

- F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.**
- G. Salaries to employees and allowances to members were paid in accordance with this smaller authorities' approvals, and PAYE and NI requirements were properly applied.**
- H. Asset and investments registers were complete and accurate and properly maintained.**
- I. Periodic and year end bank account reconciliations were properly carried out during the year.**
- J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.**
- K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick 'not covered')*.**
- L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/web page, up to date at the time of the internal audit, in accordance with the Transparency Code for smaller authorities.**
- M. The authority, during the previous year (2022/23) correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)*.**
- N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).**
- O. (For local councils only) Trust funds (including charitable)-The council met its responsibilities as a trustee.**

In addition, within their report the Internal Auditor should bring any other matters to the Council's attention.

If you require any further details, please do not hesitate to contact me on clerk@harleston-tc.gov.uk

Yours sincerely

Clare Crane

Town Clerk

The following quotes have been received to date.

Mr T Brown - £745

Mr R Canwell – No Response

Ms S Blythe – £300

Budget

The following are the budget figures for the last 6 years (18/19 and 10/20 actuals)

Year	18/19*	19/20*	20/21	21/22	22/23	23/24
	1055.00	1183.00	1400.00	1081.00	1095	1095.00

*Actual

Ms S Blythe has provided a very low quote but it is felt that this would not be sufficient for the council's requirements.

Mr T Brown was appointed for last year's audit which was conducted in a timely and efficient manner with minimal disruption to the office team. The Clerk would recommend employing his services for this year's audit.

Financial calendar 2024/25 UK

	2024									2025				
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Mo	1 Easter Monday			1 Planning 10am										Mo
Tu	2			2			1						1	Tu
We	3	1 Amenities 6.30pm		3 Amenities 6.30pm			2			1 New Year's Day			2	We
Th	4	2		4	1		3			2			3	Th
Fr	5	3		5	2		4	1		3			4	Fr
Sa	6	4	1	6	3		5	2		4	1	1	5	Sa
Su	7	5	2	7	4	1	6	3	1	5	2	2	6	Su
Mo	8 Planning 10am	6 Early May Bank Holiday	3 Planning 10am	8	5 Planning 10am	2 Planning 10am	7 Planning 10am	4 Planning 10am	2 Planning 10am	6	3 Planning 10am	3 Planning 10am	7 Planning 10am	Mo
Tu	9	7	4	9	6	3	8	5	3	7	4	4	8	Tu
We	10 LCMC 6.30pm	8 Executive Meeting 6.30	5	10 Executive 6.30pm	7	4 Amenities 6.30pm	9 LCMC 6.30pm	6 Amenities 6.30pm	4 LCMC 6.30pm	8 Amenities 6.30pm	5	5 Amenities 6.30pm	9 LCMC 6.30pm	We
Th	11	9	6	11	8	5	10	7	5	9	6	6	10	Th
Fr	12	10	7	12	9	6	11	8	6	10	7	7	11	Fr
Sa	13	11	8	13	10	7	12	9	7	11	8	8	12	Sa
Su	14	12	9	14	11	8	13	10	8	12	9	9	13	Su
Mo	15	13 Planning 10am	10	15	12	9	14	11	9	13 Planning 10am	10	10	14	Mo
Tu	16	14	11	16	13	10	15	12	10	14	11	11	15	Tu
We	17 Finance 6.30pm	15 Finance 6.30pm	12 LCMC 6.30pm	17 Finance 6.30pm	14 LCMC 6.30pm	11 Executive 6.30pm	16	13 Executive 6.30pm	11 Finance 6.30pm	15	12 LCMC 6.30pm	12 Annual Town Meeting	16	We
Th	18	16	13	18	15	12	17	14	12	16	13	13	17	Th
Fr	19	17	14	19	16	13	18	15	13	17	14	14	18 Good Friday	Fr
Sa	20	18	15	20	17	14	19	16	14	18	15	15	19	Sa
Su	21	19	16	21	18	15	20	17	15	19	16	16	20	Su
Mo	22	20	17	22	19	16	21	18	16	20	17	17	21 Easter Monday	Mo
Tu	23	21	18	23	20	17	22	19	17	21	18	18	22	Tu
We	24 Town Council 7pm	22 Town Council 7pm	19 Finance 6.30pm	24 Town Council 7pm	21	18 Finance 6.30pm	23 Finance 6.30pm	20 Finance 6.30pm	18 Town Council 7pm	22 Finance 6.30pm	19 Executive 6.30pm	19	23	We
Th	25	23	20	25	22	19	24	21	19	23	20	20	24 Finance 6.30pm	Th
Fr	26	24	21	26	23	20	25	22	20	24	21	21	25	Fr
Sa	27	25	22	27	24	21	26	23	21	25	22	22	26	Sa
Su	28	26	23	28	25	22	27	24	22	26	23	23	27	Su
Mo	29	27 Spring Bank Holiday	24	29	26 August Bank Holiday	23	28	25	23	27	24	24	28	Mo
Tu	30	28	25	30	27	24	29	26	24	28	25	25	29	Tu
We		29	26 Town Council 7pm	31	28 Town Council 7pm	25 Town Council 7pm	30 Town Council 7pm	27 Town Council 7pm	25 Christmas Day	29 Town Council 7pm	26 Town Council 7pm	26 Town Council 7pm	30 Town Council 7pm	We
Th		30	27		29	26	31	28	26 Boxing Day	30	27	27		Th
Fr		31	28		30	27		29	27	31	28	28		Fr
Sa			29		31	28		30	28			29		Sa
Su			30			29			29			30		Su
Mo						30			30			31		Mo
Tu									31					Tu



Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

19th March 2024

Draft Town Council comments on application 2023/3610: Land South of Spirketts Lane

The Town Council recognises that the site South of Spirketts Lane, the subject of application 2023/3610, has been allocated for development.

However, the Town Council **OBJECTS** to the following aspects of the proposed development: Community Infrastructure, Traffic Generation and Safety and High-Quality Design. The development does not satisfy the requirements of Policies RWH5, RWH15 and RWH2 of the Redenhall with Harleston Neighbourhood Plan which address these aspects.

Neighbourhood Plan Policy RWH5: Community Infrastructure and growth

Healthcare

The impact of new developments on the quality of local healthcare provision is of great concern to local residents, strongly expressed during the Neighbourhood Plan consultation. Policy RWH5 states “New developments will be supported if it can be demonstrated that sufficient supporting infrastructure ...will be made available to meet the needs of that development”.

If this development is approved, in addition to recently approved developments, there will be 800 more houses in Harleston, substantially increasing the demand for healthcare.

South Norfolk District Council (SNDC) officers informed the Town Council that they engage with the medical practices and the Norfolk and Waveney Integrated Care Board (ICB) to understand capacity requirements. The ICB stated that Harleston Medical Practice has not requested to increase space at their practice at this time. SNDC are having conversations with the Practice to understand what they want to do in the future to safeguard their position, but have advised it is not necessary at this stage to deliver mitigation in terms of healthcare.

We note the ICB commented in relation to this application

The ... primary healthcare service directly impacted by the proposed development...is: Harleston Medical Practice. The latest demand and capacity information suggests that there is currently some estate capacity at this facility, however the figures below do not take into account additional space requirements for PCN roles, community clinics, acute outpatient

services or mental health services taking place within GP practices, all of which are for the benefit of patients to allow care closer to home.

Paddock Road – capacity 1,662

Bullock Fair – capacity 1,934

The Paddock Road site, although understood to be financed by the NHS, has not been used by the GP practice for many years, so it is difficult to understand how its capacity should be included in the capacity assessment unless it is brought back into use.

The ICB have commented that the intention of NHS England and the Norfolk and Waveney ICS is to promote Primary Healthcare Hubs with co-ordinated mixed professionals. The Paddock Road site is ideally located, near the GP surgery and a free car park, for use as an ancillary healthcare site. This would enable Harleston residents to receive care services locally rather than having to travel elsewhere, which is difficult for many people.

While we recognise that plans for capacity are subject to ongoing review by SNDC and the ICB, our concern is there may be a time lag, with residents moving into new dwellings before extra capacity has been put into place, resulting in a deterioration in the quality of healthcare provision locally, or a need for new patients to travel further afield.

The Town Council requests that:

- The capacity of the surgery at Bullock Fair (excluding Paddock Road) is reassessed in the light of the expected number of patients within the surgery's catchment area, taking into account all currently approved developments plus the extra residents expected if this development is approved, and plans made for extra capacity at the surgery at the appropriate time to match the expected growth in population.
- The use of Paddock Road as a community hub be pursued. This would enable residents to receive care closer to home and would mitigate the burden which will be placed on Harleston's healthcare infrastructure by the delivery of extra dwellings.

With no plans currently in place to provide additional health care provision in Harleston, we do not consider this development complies with Policy RWH5.

Education

Norfolk County Council have stated (in their comments of 1st March 2024) that there is currently spare capacity as follows:

- Early Education: 1
- Harleston Sancroft Academy ages 4 – 11: 42
- Harleston Sancroft Academy ages 11 – 16: 5

They also stated that the children generated from the Briar Farm development will result in an additional demand of:

- Children 2-4: 28
- Children 4-11: 97
- Children 11-16 50

Therefore, even without taking account of the recent approval of the development on Land North of Spirketts Lane, there will be a shortfall in the school capacity across all sectors prior to consideration of this proposed development.

This development is stated by NCC to generate an additional 12 Early Education places, 42 Primary School places, 22 High School places and pro-rata SEND. This requires mitigation, funded through CIL, of £1.9 million (at 2023 prices) from this proposed development, to increase class space and improve the educational facilities.

We request that this sum will be forthcoming and will be used to plan the expansion of capacity for Early Years, Primary and Secondary school places at Harleston Sancroft Academy, to become available to accommodate the extra pupils as and when required.

Without this contribution, the development will not comply with Policy RWH5.

Neighbourhood Plan Policy RWH15: Traffic generation and safety

Policy RWH 15 requires measures to be taken to mitigate potential impacts of major new developments upon highway and pedestrian safety as well as on traffic flows elsewhere in the town.

The Briar Farm development, Lidl, and the site north of Spirketts Lane are all located close to each other and will generate traffic using Spirketts Lane and Mendham Lane and the junctions of Spirketts Lane/Mendham Lane and Spirketts Lane/Shotford Road. This proposed development is located in the same area and will also add to traffic at these locations.

NCC advised us that the Highways Authority has to consider each planning application on its individual merits, and in the case of Briar Farm, Lidl and Land North of Spirketts had concluded in each case that the roads and junctions in question had sufficient capacity for development.

We were however advised by SNDC that although developers put in individual Traffic Assessments, NCC Highways will look at the whole picture, having regard to the traffic already there and the allocated sites cumulatively, to determine whether the development is acceptable in this wider context. Presumably they would initiate any works required to mitigate overall traffic growth if this is warranted by the additional traffic emanating from this proposed site when taken in conjunction with the previous traffic flows including those from the approved sites.

The Town Council proposes the following mitigations:

1) Carry out a feasibility study on the benefits of providing a roundabout at the junction of the A143 and Mendham Lane, in the light of the cumulative increase in traffic from the four adjoining sites at Briar Farm, Lidl, North of Spirketts Lane and South of Spirketts Lane. This would make it easier and safer for traffic exiting Mendham Lane to join the A143, especially those turning right, and reduce congestion and delays.

2) A 30mph limit to be introduced for the whole length of Spirketts Lane. Currently the 30mph limit extends from the junction with Shotford Road, to the west of the site North of Spirketts Lane, with a 60mph limit from that point to Mendham Lane. The sites to the North and South of Spirketts Lane have separately proposed a 30mph speed limit across their frontages, and NCC stated that it should encompass the adjacent Bowling Club. We propose the final stretch of road between the Bowling Club and Mendham Lane should also have a 30mph limit.

3) The provision of a footpath along the whole length of Spirketts Lane, to make it possible for residents in the proposed new development to walk to Lidl safely rather than driving there. If no footpath is provided, residents wishing to walk to Lidl may resort to walking on the road, which with the increase in traffic will be even more dangerous.

Neighbourhood Plan Policy RWH2: High Quality Design

“Development proposals should be consistent with the principles laid out in the Redenhall with Harleston Design Guidance and Code. The design of all new developments should reflect Redenhall with Harleston’s local distinctiveness and seek to enhance its quality. All proposals for new development should respect the scale, materials, form, function and character of the existing and surrounding buildings in the area.”

The Design Guidance and Code identifies 10-character areas. The proposed development is adjacent to Character Area 2 bordered by London Road to the north and Mendham Lane to the northeast, and will be opposite the development site North of Spirketts Lane. These are the “surrounding buildings”.

Character Area 3 comprises the industrial estate and lorry park situated opposite the proposed development site, and to the North of these, the Bullfinch Drive housing development, which is some distance removed from the proposed site.

In view of the fact that nearby buildings on Spirketts Lane and Shotford Road were built at an earlier period and are much more spacious, we believe the design of houses on the proposed site should be of similar character and quality to the houses on the site opposite i.e. land North of Spirketts Lane. As described in that site’s Design and Access Statement, these reflect the characteristic forms of Harleston’s local distinctiveness, and provide high quality designs. The brickwork is buff and red and is in harmony with the palette of the surrounding buildings, and it is stated:

The proposed materials and architectural style have been informed by the surrounding vernacular, ensuring that the development is in keeping with its context.

Multi Stock facing brickwork and brick detailing has been proposed which will provide interest to the development. The use of accent detailing such as corbel detailing, voussoir course and soldier course to add interest and help break up the mass of the units. Traditional brick chimneys have been proposed in key locations.

Large windows with simple fenestration are used throughout the development which will bring generous amounts of natural daylight into the internal spaces.

The Design and Access Statement for the proposed site states that it “sits opposite Character Area 3, from which the dwellings take influence of contemporary styling”. We disagree this should be regarded as the primary influence, given that the nearest residential area in Character Area 3 is Bullfinch Drive, a considerable distance away on the other side of the industrial estate, which was developed prior to the adoption of the Neighbourhood Plan. The nearest site is the land north of Spirketts Lane. We disagree with the stated intention of using “contemporary styling”, which is not in accordance with Policy RWH2.

According to the Design and Access Statement, some of the Key design principles are:

- Contemporary design approach with an urban front door in anthracite grey
- Grey contemporary windows and a black entrance door
- 25mm recessed brick panel with brick detail in engineered blue/black brick

The description of Character Style 1, the largest character area in the site, states for most of the dwellings “The house type is proposed to have a contemporary aesthetic in terms of the material treatment and elevation style”.

The designs are generic, and not in keeping with Harleston’s distinctive character. The dark colours of windows and doors and brick detail are not in keeping with the palette of nearby houses. Many of the windows are small and featureless. Front Doors and windows features fail to reinforce the distinctiveness of local buildings.

They do not comply with RWH2 or Design Guidance and Code QP.02, which points out that “There is a great variety of roof pitches & decorative bargeboards. In addition, door decoration is a feature in the town in terms of styles and & quality”, and states that any new development shall: -

- i. Use materials and Architectural detailing that contributes to the historic and vernacular character of the area. It is important that the materials used in proposed development of high quality & reinforce local distinctiveness.
- ii. Demonstrate that the palette of materials has been selected based on a solid knowledge of the local vernacular style and traditions.
- iii. Reflect an intelligent understanding of the building details of the historic settlement cores without resulting in low quality imitations of past styles.

The Town Council requests that further consideration be given to the designs, taking into account the Design Guidance and Code, and having regard to the designs planned for the Land North of Spirketts Lane, to bring the designs into line with the requirements of RWH2 and the Design Guidance and Code.

We note the statement in the National Planning Policy Framework:

Design policies should be developed with local communities, so they reflect local aspirations, and are grounded in an understanding and evaluation of each area's defining characteristics. Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development, both through their own plans and by engaging in the production of design policy, guidance and codes by local planning authorities and developers.

Based on the current designs, the proposed development does not comply with Policy RWH2 and does not reflect the Design Guidance and Code.

Open Space

We note that the two attenuation basins provide a large proportion of the area of open space. Given that they will be required to capture rainfall when necessary, we request consideration to be given as to whether the basins are being correctly regarded as open space.

Streetlights

Norfolk Constabulary have commented.

As the development is a green field site there is capacity to incorporate measures that fall within the definition of Crime Prevention Through Environmental Design (CPTED) and should include features such as secure vehicle parking, adequate lighting of common areas, defensible space and a landscaping and lighting scheme which when combined, enhances Natural Surveillance and safety.

The Town Council requests that streetlights should be provided by developers within the site, which are sufficient in number to adequately light the common areas as requested by Norfolk Constabulary, and developers should present proposals as to the number and location of the lights to the Town Council. The lights should conform to the established pattern of the existing streetlights owned by the Town Council, as is stated in Design Guidance and Code QP.04.

Planning and Development Committee
Redenhall with Harleston Town Council

Town Council comments on planning application for Land South of Spirketts Lane

Background information

The Town Council has drawn up comments relating to this planning application. These are available on the Town Council website and also in print at Harleston Information Centre and the Library. Residents are encouraged to email the Town Council if they have any further comments they wish to make. These will be added to the Council comments as an Appendix, before they are submitted to the South Norfolk District Council planning website.

Below is some information which seeks to explain what part the Town Council's comments will play when South Norfolk District Council (SNDC) decide on planning applications.

The Town Council's part in the planning system: advice received from a planning consultant

The Town Council is invited to make comments on local planning applications submitted to SNDC. It is one of many statutory consultees, such as Norfolk County Council (NCC) Highway Authority, the Flood Authority, Environment Agency, the police, healthcare providers, and many more. Each consultee is only expected to comment on the areas they have expertise in. Town Council comments would be expected to relate to the Redenhall with Harleston Neighbourhood Plan policies, and to make SNC aware of any local concerns or knowledge. The Town Council is not expected to comment on other fields and should not try to be highway, medical, commercial, drainage or environmental experts – that information will come from the relevant statutory consultee.

The Town Council is not responsible for deciding whether the application should be approved or refused. That decision is taken by SNDC, after taking account of all the comments made by consultees/technical advisors, and after checking whether the application complies with all planning policies, both national and local.

Advice received from key stakeholders from South Norfolk District Council and Norfolk County Council

The Town Council Planning Committee has engaged in a Q&A session with key stakeholders to raise questions on the impact of the application for South of Spirketts Lane. It was confirmed:

- The development proposed at South of Spirketts Lane consists entirely of affordable housing. The need for such dwellings, and the proportion of rented and shared ownership properties required, is based on the needs of the whole of the South Norfolk area, as established by South Norfolk Council.
- A decision on whether the development will be required to pay Community Infrastructure Levy will be taken only once the application has been determined.
- There are two attenuation basins planned on the site, which will retain water during rainfall. Whether these will be classed as Open Space depends on the depth of the basins.

A presentation was received from the NCC Highways Major and Estate Development Team Manager, Points made were:

The Highways Development Team, acting on behalf of Norfolk County Council, are responsible for providing the highway and transportation recommendation on behalf of the highway authority for all major planning applications to ensure that development is safe and sustainable and in accordance with national and local policy. Development should only be prevented or refused on transport grounds if there would be an unacceptable impact on highway safety or the residual cumulative impact of the development would be severe.

When assessing the transport implications of a major development (over 100 dwellings), the cumulative impact is judged to be severe based on

- Queue lengths and blocking back to other junctions

- Increase in delay (albeit in a locational context)
- Junction capacity is exceeded (again in a locational context)
- Junctions cannot be improved to mitigate impact
- Development does not maximise the opportunity to travel by sustainable modes

If a Transport Assessment identifies that mitigation measures are needed, these would form the basis of negotiations between the Highways authority and the developer, and can include:

- New junctions and existing junction improvements
- Additional footways/cycleways and crossing facilities
- Improved bus services or bus infrastructure
- Travel Plan

But the mitigations must be:

- Necessary to make the development acceptable in planning terms
- Directly related to the development
- Fairly and reasonably related in scale and kind to the development

Town Council: representations made regarding the Land North of Spirketts Lane

An application to build 89 houses on the land North of Spirketts Lane was approved by SNDC Planning Committee on 19th February. The Town Council had made comments to express local concerns, which were discussed at the meeting. The meeting was attended by the Chair of the Town Council and two members of the Planning Committee, who raised two issues of particular concern to local residents. Below is a summary of the concerns expressed and the responses received. These responses were taken into account when preparing the Town Council's comments on the application, for Land South of Spirketts Lane.

Traffic/Highways

The Town Council Chair reiterated the point previously made by the Council on several occasions, that Briar Farm, Lidl, and the site north of Spirketts Lane are all located close to each other and will all generate traffic using Spirketts Lane and Mendham Lane and the junctions of Spirketts Lane/Mendham Lane and Spirketts Lane/Shotford Road. Each development site had prepared its own Transport Assessment without considering the impact of the other sites. The Chair asked for NCC Highways to evaluate the cumulative effect of all the developments on nearby roads, and to take measures to mitigate potential impacts upon of increased traffic on highway and pedestrian safety, as required by the Neighbourhood Plan.

The Chair also emphasised that there will be a lot more traffic along Spirketts Lane due to people travelling to Lidl. There should be provision of a footpath along the length of Spirketts Lane, to make it possible for residents in the proposed new development to walk to Lidl safely rather than driving there. If no footpath is provided, people wishing to walk to Lidl rather than drive may walk on the road. This does happen at the moment, but with the increase in traffic this will be even more dangerous.

SNC stated that although developers put in individual Traffic Assessments, NCC Highways look at the whole picture. They have several departments who review the traffic assessment, having regard to what's there already and the allocated sites cumulatively, to determine whether the development is acceptable in this wider context.

Healthcare

The Town Council has made the point in previous consultee comments that the impact of developments on local healthcare provision is of great concern to local residents, and asked that high priority be given to ensure additional healthcare provision is made in the town to accommodate the growth from new developments.

A member of the Town Council Planning Committee emphasised this point again at the SNDC Planning meeting. SNDC explained that NHS expansion is instigated principally through NHS funding, not through developer contributions. It is a requirement for the NHS to address capacity issues.

SNDC engage with the medical practices and the Norfolk and Waveney Integrated Care Board (ICB) and various NHS partners when they allocate land for development so they understand the sites that are being allocated, what growth is coming in what area, and can work together to understand what are the capacity requirements.

Work has been under way to understand the potential health projects across Norfolk and Waveney for 2024-25. The ICB had originally requested contributions from developers to expand capacity at the Harleston Medical Practice, but the practice has not requested to increase space at their practice at this time, therefore the request was withdrawn. However, future requests to increase capacity are still possible with population growth in the area. SNC are having wider conversations with Harleston Medical Practice to understand what they want to do in the future to safeguard their position. It is not necessary at this stage of development to deliver mitigation in terms of healthcare.

Branch Vice Chairman: Lieutenant Colonel (Retd) J.B. Duckworth



Harleston and District Branch

Email: harleston.vicechairman@rbl.community

Mr M Mba
Chairman
Redenhall with Harleston Town Council

5th March 2024

Dear Cllr Mba,

As you are undoubtedly aware we have been striving to increase our membership (or more accurately encourage existing members to participate more actively) and as such in an effort to provide a more intimate and contained venue have accepted an offer from the Masonic Lodge to use their facilities for future meetings and social activity.

As you are aware, welfare and well-being is at the heart of everything we do and again with your generosity and support, the members of The Harleston and District Branch of RBL have been able to conduct our business and provide a welcoming and social environment in in the Memorial Leisure Centre community room and enjoy the benefits of the bar, generously subsidised by HTFC. The decision to move away from the Memorial Hall has been deeply considered but it is hoped the irrefutable links the RBL has with its purpose and those who it stands in Memorial too will not be diminished.

On behalf of the Branch Chairman and our membership, the Harleston & District Branch of the Royal British Legion would like to thank you, and all those involved in most generously hosting our branch committee and social meetings over the last few years.

Additionally, I believe, Redenhall with Harleston Town Council's highly visible collaborative and moral support that is, and will continue to be highly prized and appreciated most sincerely.

Thank you again and please pass on our heartfelt thanks to all those involved.

Yours sincerely

Jon Duckworth