



Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP
 01263 822213
info@sheringhamtowncouncil.gov.uk
www.sheringhamtowncouncil.gov.uk

An ORDINARY MEETING of the TOWN COUNCIL was held on Tuesday 19th December at 7.00pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Ratcliffe

Councillors: Cllr Brisbane, Cllr Worboys, Cllr Shepherd, Cllr Ashcroft, Cllr Peggall, Cllr Langsdon, Cllr Bailey, Cllr Morris, Cllr Stubbs, Cllr Heinink & Cllr Kime

In Attendance: 2 members of the public
 2 Officers – Mel Ashcroft & Treena Paul

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2023/FC/206	APOLOGIES	
	Cllr Dorey - Personal IT WAS RESOLVED that the apologies be accepted.	Proposed: ML Seconded: IK All in favour
2023/FC/207	DECLARATIONS OF INTEREST and DISPENSATIONS	
	IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors. Cllr Worboys – Allotment Tenant Cllr Ratcliffe – Acorn to Oak, known to him.	
2023/FC/208	APPROVAL OF MINUTES	
	IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 21 st November 2023	Proposed: PR Seconded: JD All in favour

2023/FC/209	OPEN MEETING	
	2 members of the Public Present (joined meeting at 7:30pm)	
2023/FC/210	EXCLUSION OF PRESS AND PUBLIC	
	2 members of the Public Present (joined meeting at 7:30pm) Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 IT WAS RESOLVED that items 7C, 17, 18 & 19 be held in 3D due to confidential staff matters and commercially sensitive contents which required exclusion of the press or public.	Proposed: PR Seconded: MA All in favour
	COOPTION OF A COUNCILLOR	
	Candidate has deferred their application	
2023/FC/211	COMMITTEE, WORKING GROUPS AND TASK & FINISH GROUPS	
	A -IT WAS RESOLVED Council noted and agreed the recommendations made in the Assets Committee meeting held on 5 TH December 2023	Proposed: JS Seconded: IK all in favour
	B -IT WAS RESOLVED Council noted and agreed the recommendation made in the Putting Greens Strategy Working Group reports held 8 th December	Proposed: JS Seconded: IK All in favour
	C – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report	See 2023/fc/220.
	D - IT WAS RESOLVED Council noted and agreed Council the recommendations made in the Wayfinding Task and finish group report	Proposed: PR Seconded: MA All in favour
	E - IT WAS RESOLVED Council noted and agreed the recommendations made in the Pavilion task and finish group notes	Proposed: PR Seconded: MA All in favour
	F - IT WAS RESOLVED - Council noted and agreed the recommendations made in the SCAP and finish group report	Proposed: PR Seconded: MA All in favour
	G - IT WAS RESOLVED Council noted and agreed the recommendations made in the Events working group report.	Proposed: PR Seconded: MA All in favour
	H – IT WAS RESOLVED Council noted and agreed the verbal update from the Parking & Road safety working group.	Proposed: PB Seconded: JS All in favour

	<p>I – IT WAS RESOLVED Council noted and agreed the verbal update from the Markets working group.</p> <p>J – IT WAS RESOLVED Council noted and agreed the verbal update from the Barclays Banking Hub task and finish group.</p> <p>K – IT WAS RESOLVED Council noted and agreed the verbal update from the CT2 money working group.</p> <p>L – IT WAS RESOLVED Council noted and agreed the verbal update from the Alleyway naming working group (meeting 3rd Jan).</p> <p>M – IT WAS RESOLVED Council noted and agreed the verbal update from the Parking & Road safety working group.</p>	<p>Proposed: PB Seconded: PP All in favour</p> <p>Proposed: ML Seconded: PR All in favour</p> <p>Proposed: ML Seconded: MA All in favour</p> <p>Proposed: SB Seconded: PP All in favour</p> <p>Proposed: PR Seconded: SB All in favour</p>																																																																																																																																																			
2023/FC/212	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS																																																																																																																																																				
	<p>A - District Councillor Team – Nil return.</p> <p>B – IT WAS RESOLVED Council noted and received a report from County Cllr Judy Oliver.</p>	<p>Proposed: RS Seconded: MA All in favour</p>																																																																																																																																																			
2023/FC/213	SHERINGHAM BEAT MANAGER UPDATE																																																																																																																																																				
	IT WAS RESOLVED Council noted and received a report from Beat Manager PC Jack Houghton.	<p>Proposed: SB Seconded: RS 11 in favour 1 Abstention</p>																																																																																																																																																			
2023/FC/214	FINANCE & ACCOUNTS																																																																																																																																																				
	<p>A - IT WAS RESOLVED that Council approved the invoices for payment –</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Invoice No.</th> <th>Date</th> <th>Amount</th> <th>Description</th> <th>Power of Spend</th> <th>Ref:</th> </tr> </thead> <tbody> <tr> <td>Karl Harper</td> <td>857</td> <td>17.11.2023</td> <td>£250.00</td> <td>Grave Digging</td> <td>Sections 9 & 10 LG Act 1972 s.214</td> <td>#638</td> </tr> <tr> <td>Heelis & Lodge</td> <td>HL9397</td> <td>20.11.2023</td> <td>£480.00</td> <td>6 Month Internal Audit</td> <td>LG Act 1972 s.112</td> <td>#643</td> </tr> <tr> <td>Sounds of Norfolk Public Address</td> <td>043/23</td> <td>19.11.2023</td> <td>£75.00</td> <td>PA System for Remembrance Service</td> <td>LG Act 1972 s.111</td> <td>#644</td> </tr> <tr> <td>S D Simmons</td> <td></td> <td>24.11.2023</td> <td>£120.00</td> <td>Town Clock & Bus Shelter Cleaning</td> <td>LG (Misc Shelters Prov) Act 1953 s.4</td> <td>#649</td> </tr> <tr> <td>North Norfolk Outdoor Fitness</td> <td></td> <td>24.11.2023</td> <td>£275.00</td> <td>Sheringham Walking Group</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#650</td> </tr> <tr> <td>Parish Council Websites</td> <td>INV-2471</td> <td>21.11.2023</td> <td>£275.00</td> <td>Annual Website Hosting</td> <td>LG Act. 1972 s.142</td> <td>#646</td> </tr> <tr> <td>Anglia Mowers</td> <td>56069</td> <td>27.11.2023</td> <td>£109.59</td> <td>Strimmer Wire & Safety Helmet for MT Assiat</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#657</td> </tr> <tr> <td>Fuzion</td> <td>1556</td> <td>01.12.2023</td> <td>£62.40</td> <td>CCTV & CC Lift Phone</td> <td>Crime & Disorder Act 1998 s.17</td> <td>#675</td> </tr> <tr> <td>East Coast Insulations Ltd.</td> <td>21071</td> <td>01.12.2023</td> <td>£180.00</td> <td>Survey - Beeston Hills Putting Green</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#686</td> </tr> <tr> <td>The Wildlife Works</td> <td>WW2304</td> <td>01.12.2023</td> <td>£1,464.00</td> <td>SSI Winter Works to date</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#685</td> </tr> <tr> <td>IT Norwich Ltd.</td> <td>INV-13433</td> <td>30.11.2023</td> <td>£1,040.17</td> <td>IT & Telephone Management Package</td> <td>LG Act 1972 s.111</td> <td>#683</td> </tr> <tr> <td>IT Norwich Ltd.</td> <td>INV-13456</td> <td>30.11.2023</td> <td>£343.70</td> <td>Billable Hours</td> <td>LG Act 1972 s.111</td> <td>#684</td> </tr> <tr> <td>NBB Recycled Furniture</td> <td>3865826</td> <td>05.10.2023</td> <td>£876.00</td> <td>Bench for Cromer Road</td> <td>Parish Councils Act 1957 s.1</td> <td>#682</td> </tr> <tr> <td>S D Simmons</td> <td></td> <td>01.12.2023</td> <td>£80.00</td> <td>Window Cleaning - Community Centre</td> <td>LG Act 1972 s.113</td> <td>#681</td> </tr> <tr> <td>First Class Business Solutions</td> <td>260641</td> <td>04.12.2023</td> <td>£24.23</td> <td>Photocopier Copies</td> <td>LG Act 1972 s.111</td> <td>#680</td> </tr> <tr> <td>Norfolk ALC</td> <td>1110</td> <td>28.09.2023</td> <td>£75.00</td> <td>Autumn Conference</td> <td>LG Act 1972 s.111</td> <td>#679</td> </tr> <tr> <td>Anglia Mowers</td> <td>56104</td> <td>06.12.2023</td> <td>£241.43</td> <td>Massport Cylinder Mower Service</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#690</td> </tr> <tr> <td>Daves Skip Hire</td> <td>36</td> <td>08.12.2023</td> <td>£310.00</td> <td>Skip Hire for Sports Pavilion</td> <td>LG Act 1972 s.111</td> <td>#696</td> </tr> <tr> <td>Anglia Mowers</td> <td>56136</td> <td>12.12.2023</td> <td>£538.84</td> <td>John Deere X590 48A Desk - Service</td> <td>Open Spaces Act 1906 s9 & 10</td> <td>#705</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£6,818.96</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:	Karl Harper	857	17.11.2023	£250.00	Grave Digging	Sections 9 & 10 LG Act 1972 s.214	#638	Heelis & Lodge	HL9397	20.11.2023	£480.00	6 Month Internal Audit	LG Act 1972 s.112	#643	Sounds of Norfolk Public Address	043/23	19.11.2023	£75.00	PA System for Remembrance Service	LG Act 1972 s.111	#644	S D Simmons		24.11.2023	£120.00	Town Clock & Bus Shelter Cleaning	LG (Misc Shelters Prov) Act 1953 s.4	#649	North Norfolk Outdoor Fitness		24.11.2023	£275.00	Sheringham Walking Group	Open Spaces Act 1906 s9 & 10	#650	Parish Council Websites	INV-2471	21.11.2023	£275.00	Annual Website Hosting	LG Act. 1972 s.142	#646	Anglia Mowers	56069	27.11.2023	£109.59	Strimmer Wire & Safety Helmet for MT Assiat	Open Spaces Act 1906 s9 & 10	#657	Fuzion	1556	01.12.2023	£62.40	CCTV & CC Lift Phone	Crime & Disorder Act 1998 s.17	#675	East Coast Insulations Ltd.	21071	01.12.2023	£180.00	Survey - Beeston Hills Putting Green	Open Spaces Act 1906 s9 & 10	#686	The Wildlife Works	WW2304	01.12.2023	£1,464.00	SSI Winter Works to date	Open Spaces Act 1906 s9 & 10	#685	IT Norwich Ltd.	INV-13433	30.11.2023	£1,040.17	IT & Telephone Management Package	LG Act 1972 s.111	#683	IT Norwich Ltd.	INV-13456	30.11.2023	£343.70	Billable Hours	LG Act 1972 s.111	#684	NBB Recycled Furniture	3865826	05.10.2023	£876.00	Bench for Cromer Road	Parish Councils Act 1957 s.1	#682	S D Simmons		01.12.2023	£80.00	Window Cleaning - Community Centre	LG Act 1972 s.113	#681	First Class Business Solutions	260641	04.12.2023	£24.23	Photocopier Copies	LG Act 1972 s.111	#680	Norfolk ALC	1110	28.09.2023	£75.00	Autumn Conference	LG Act 1972 s.111	#679	Anglia Mowers	56104	06.12.2023	£241.43	Massport Cylinder Mower Service	Open Spaces Act 1906 s9 & 10	#690	Daves Skip Hire	36	08.12.2023	£310.00	Skip Hire for Sports Pavilion	LG Act 1972 s.111	#696	Anglia Mowers	56136	12.12.2023	£538.84	John Deere X590 48A Desk - Service	Open Spaces Act 1906 s9 & 10	#705				£6,818.96				<p>A – E</p> <p>Proposed: MA Seconded: PB 11 in favour 1 Against Clerk</p>
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:																																																																																																																																															
Karl Harper	857	17.11.2023	£250.00	Grave Digging	Sections 9 & 10 LG Act 1972 s.214	#638																																																																																																																																															
Heelis & Lodge	HL9397	20.11.2023	£480.00	6 Month Internal Audit	LG Act 1972 s.112	#643																																																																																																																																															
Sounds of Norfolk Public Address	043/23	19.11.2023	£75.00	PA System for Remembrance Service	LG Act 1972 s.111	#644																																																																																																																																															
S D Simmons		24.11.2023	£120.00	Town Clock & Bus Shelter Cleaning	LG (Misc Shelters Prov) Act 1953 s.4	#649																																																																																																																																															
North Norfolk Outdoor Fitness		24.11.2023	£275.00	Sheringham Walking Group	Open Spaces Act 1906 s9 & 10	#650																																																																																																																																															
Parish Council Websites	INV-2471	21.11.2023	£275.00	Annual Website Hosting	LG Act. 1972 s.142	#646																																																																																																																																															
Anglia Mowers	56069	27.11.2023	£109.59	Strimmer Wire & Safety Helmet for MT Assiat	Open Spaces Act 1906 s9 & 10	#657																																																																																																																																															
Fuzion	1556	01.12.2023	£62.40	CCTV & CC Lift Phone	Crime & Disorder Act 1998 s.17	#675																																																																																																																																															
East Coast Insulations Ltd.	21071	01.12.2023	£180.00	Survey - Beeston Hills Putting Green	Open Spaces Act 1906 s9 & 10	#686																																																																																																																																															
The Wildlife Works	WW2304	01.12.2023	£1,464.00	SSI Winter Works to date	Open Spaces Act 1906 s9 & 10	#685																																																																																																																																															
IT Norwich Ltd.	INV-13433	30.11.2023	£1,040.17	IT & Telephone Management Package	LG Act 1972 s.111	#683																																																																																																																																															
IT Norwich Ltd.	INV-13456	30.11.2023	£343.70	Billable Hours	LG Act 1972 s.111	#684																																																																																																																																															
NBB Recycled Furniture	3865826	05.10.2023	£876.00	Bench for Cromer Road	Parish Councils Act 1957 s.1	#682																																																																																																																																															
S D Simmons		01.12.2023	£80.00	Window Cleaning - Community Centre	LG Act 1972 s.113	#681																																																																																																																																															
First Class Business Solutions	260641	04.12.2023	£24.23	Photocopier Copies	LG Act 1972 s.111	#680																																																																																																																																															
Norfolk ALC	1110	28.09.2023	£75.00	Autumn Conference	LG Act 1972 s.111	#679																																																																																																																																															
Anglia Mowers	56104	06.12.2023	£241.43	Massport Cylinder Mower Service	Open Spaces Act 1906 s9 & 10	#690																																																																																																																																															
Daves Skip Hire	36	08.12.2023	£310.00	Skip Hire for Sports Pavilion	LG Act 1972 s.111	#696																																																																																																																																															
Anglia Mowers	56136	12.12.2023	£538.84	John Deere X590 48A Desk - Service	Open Spaces Act 1906 s9 & 10	#705																																																																																																																																															
			£6,818.96																																																																																																																																																		

B - IT WAS RESOLVED that Council approved the invoices paid outside of meeting by the Clerk using delegated powers.

INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Norfolk Drain Services Ltd.	2030	21.11.23	228.00	Drain Unblocking - Community Centre	LG Act 1972 s.133	#651
		30.11.2023	14,441.13	Staff Salaries	LG Act 1972 s.112(1)	
Norfolk Pension Fund		30.11.2023	1,658.32	Pension	LG Act 1972 s.112(1)	#668
HMRC P30		30.11.2023	6,366.17	PAYE/NI	LG Act 1972 s.112(1)	#669
Sentrex Services (UK) Ltd.	111417	08.12.2023	1,057.04	50% Deposit for Deep Clean Sports Pavilion	LG (Misc Provisions) 1976 s.19	#698
The Studio Sheringham	1242	24.11.2023	400.00	SCAP Film Produced	LG Act 1972 s.111	#693
Personnel Advice Solutions		05.12.2023	240.00	HR Professional Advice	Employment Act 2002, Employment Relations Act 2004, employment Act 2008	
			24,390.66			

C - IT WAS RESOLVED that Council approved the debit & credit card payment listing

Debit CARD PAYMENTS						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Tesco		23.11.2023	22.05	Refreshments for 23.11.23 Budget Meeting	LG Act 1972 s.111	#648
Passinc Ltd. (Mapserve)	520823-1	28.11.2023	34.02	OS Map Beeston Hills Putting for Plan App	LG Act 1972 s.111	#655
Festive Lights Ltd.	1009922517	23.11.2023	245.81	Reusable Lights for STC Christmas Tree	LG Act 1972 s.111	#656
North Norfolk District Council	PP-12637460	28.11.2023	326.00	Planning App - Beeston Hills Putting Grn	Open Spaces Act 1906 s.9&10	#673
North Norfolk District Council	north-norfolk-1453757	29.11.2023	21.00	Temp events licence for Christmas Light Switch on	LG Act 1972 s.111	#674
Triton Media Ltd.	INV-GB-118595141-2023-388822	04.12.2023	16.99	A3 White Paper	LG Act 1972 s.111	#688
Byson Ltd.	INV-GB-1197021785-2023-10566	24.11.2023	86.25	Rubber Cable	LG Act 1972 s.111	#689
Amazon EU Sarl UK Branch	GB388RUSQAEUI	05.12.2023	41.57	Pegs for Weed Fabric - Allotments	Smallholdings & Allotments Act 1908 s.23	#700
Gardener's Dream Ltd. (Amazon)	INV-GB-130444831-2023-599292	05.12.2023	1263.84	Weed Fabric - Allotments	Smallholdings & Allotments Act 1908 s.23	#701
CANVA	03993-41449589	08.12.2023	12.99	Design Application	LG Act 1972 s.111	#702
			£2,270.52			

D - IT WAS RESOLVED that Council noted and approved the current bank balances and investment position

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST						
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE	TOTAL	
CURRENT ACCOUNT (PRECEPT & INCOME)		£135,150.94		As at 14.12.2023		
CC, MEMORIALS ETC		£11,959.68		As at 14.12.2023		
TOTAL					£147,110.62	
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 14.12.2023		
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register		
NSI INTEREST	SURPLUS		£39,060	As at 05.10.2023		
CCLA	SURPLUS	£200,000	£3,822.74	Monthly interest payable APR 5%	£414,693.78	
TOTAL						
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,714.23		As at 14.12.2023		
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£876.11	Monthly rolling Matures 18th each month (20.11.23 at 2.23%)		
BARCLAYS TREASURY DEPOSIT	CAPITAL	£400,000	6074.3	6 Month Matures 22.01.2024 (2.98%)		
TOTAL					£556,714.23	
COMMUNITY (SCAP & SWWG)	N/A	£4,550.71		SCAP £4180.71 SWWG £370.00 As at 01.12.2023		
					£1,118,518.58	

E – IT WAS RESOLVED to agree that at maturity, the £400,000 Barclays Treasury deposit be transferred to the CCLA Investment account in accordance with the investment strategy

PLANNING

Removed – Meeting 20th December at 7pm

2023/FC/215

MAINTENANCE SHED

IT WAS RESOLVED Council agreed Council to agree that the Clerk lead a feasibility study to consider the relocation of the maintenance shed and equipment to the Community Centre (garden area), and its enablement of welfare arrangements (in accordance with JLM Health and Safety advice) and greater security.

Proposed: PR
Seconded: RS
11 in favour
1 Against
Clerk

2023/FC/216	OUTSIDE REPRESENTATIVES MEETING REPORTS	
	<p>A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative</p> <p>B – IT WAS RESOLVED Council received and noted a report from the Experience Sheringham Group representative</p>	<p>Proposed: SB Seconded: PB All in favour</p>
2023/FC/217	MAYOR & CLERKS REPORTS	
	<p>A – IT WAS RESOLVED Council to note and receive the Mayors Announcements</p> <p>B – IT WAS RESOLVED Council to note and receive the Clerks report</p> <p>C – IT WAS RESOLVED Council to review and agree the implementation and adoption Mobile phone use policy</p> <p>D – IT WAS RESOLVED Council instructed Officers and Maintenance Staff to investigate and where possible improve the walkway outside Cottages adjacent to Beeston Common following a request from a member of the public.</p> <p>E – IT WAS RESOLVED Council considered and agreed the Station Approach revised license, Tender notice, and application form, agreed adoption and the commencement of the Licence Tender process</p>	<p>Proposed: CH Seconded: IK All in favour</p> <p>Proposed: SB Seconded: IK All in favour</p> <p>Proposed: PR Seconded: PP 9 in favour 1 Against 2 abstentions</p> <p>Proposed: IK Seconded: MA All in favour</p>
2023/FC/218	CORRESPONDENCE	
	IT WAS RESOLVED that Council noted the correspondence	<p>Proposed: RS Seconded: PB All in favour</p>
2023/FC/219	BUDGET & PRECEPT	
	<p>A - IT WAS RESOLVED Council reviewed and agreed the budget for 2024-25</p> <p>B – IT WAS RESOLVED Council reviewed and agreed the earmarked reserves amounts for 2024-25</p> <p>C – IT WAS RESOLVED Council agreed the precept amount for 2024/25 will be set at the sum of £355,585</p>	<p>Proposed: PB Seconded: MA 11 in favour 1 Against</p> <p>Proposed: MA Seconded: JS 11 in favour 1 Against</p> <p>Proposed: MA Seconded: RS 11 in favour 1 Against</p>

3D opened. Proposed – IK Seconded – MA All in favour 2 members of the public left the meeting		
2023/FC/220	ITEM 7C – MORLEY HILL	
	IT WAS RESOLVED that council noted and agreed the update report provided by Cllr Ratcliffe	Proposed: IK Seconded: PR All in favour
2023/FC/221	BEESTON BRIDGE REPLACEMENT	
	IT WAS RESOLVED Council considered the tender information supplied by 3 companies and approved the recommendation that the project is awarded to Mack house	Proposed: JS Seconded: IK All in favour
2023/FC/222	BEESTON HILLS PUTTING GREEN (BHPG) TENDERS	
	A - IT WAS RESOLVED Council to consider the information supplied by ECI and approved the quoted £11,080 for the removal and demolition of the BHPG hut by specialist contractors	Proposed: MA Seconded: IK All in favour
	B – IT WAS RESOLVED Council considered the information provided in the BHPG tender information documents (pages 24-39) including the breakdown/analysis of the 4 tenders received	Proposed: MA Seconded: JS All in favour
	C – IT WAS RESOLVED Council approved the recommendation (page 25) to accept the tender quote from M Abbs LTD for the listed maintenance work, allowing for a contingency with the quoted £15,853.50 to cover the costs of the water and foul connections once they have been confirmed	Proposed: MA Seconded: JS All in favour
	D - DEFERRED	
2023/FC/223	EMPLOYMENT COMMITTEE MEETINGS	
	A – IT WAS RESOLVED Council to note and approve the recommendations made in minutes of the Employment Committee meeting dated 28 th November 2023	Proposed: SB Seconded: IK 11 in favour 1 Against
	B – IT WAS RESOLVED Council to receive a verbal summary report from the Chair of Employment following an extraordinary employment meeting held on the 12 th of December 2023	Proposed: SB Seconded: IK 11 in favour 1 Against
	3d closed – Proposed – IK, Seconded - RS all in favour.	

2023/FC/224	DATE OF NEXT MEETING Tuesday 16 th January 2023 at 7:00pm	
--------------------	--	--

The meeting closed at 20:02pm

Signed by the Chair: Date:

DRAFT

**An Ordinary MEETING of the COMMUNITY & CLIMATE COMMITTEE was held on
 Tuesday 9th January 2024 at 7.00pm
 at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Langsdon
 Councillors: Cllr Brisbane, Cllr Morris, Cllr Heinink, Cllr Ashcroft
 In Attendance: Francis Farrow, Mel Ashcroft – project Officer, Hazel Beazley
 Clerk/Minutes: S. Peberday

ITEM	MINUTE	VOTE / ACTION
2024/C&C /1.	APOLOGIES	
	Cllr Bailey— Business IT WAS RESOLVED that the apologies be accepted. Apologies were not received from Cllr Pegnall	Proposed: CH Seconded: MA All in favour
2024/C&C /2.	DECLARATIONS OF INTEREST and DISPENSATIONS	
	None.	
2024/C&C /3.	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED to approve minutes for Community & Climate Committee meeting held on 12 th September 2023	Proposed: SB Seconded: CM All in favour
2024/C&C /4.	OPEN MEETING	
	Public participation: Members of the public will be invited to speak and/or question the Committee on issues relating to this agenda or raise issues for future consideration. The period designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.	
2024/C&C /5.	EXCLUSION OF PRESS AND PUBLIC	
	Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972	Proposed: CM

	It was RESOLVED to exclude the public from item 18, as its contents are deemed commercially sensitive.	Seconded: MA All in favour
2024/C&C /6.	COMMUNITY ENGAGEMENT STRATEGY	
	IT IS RECOMMENDED Council to note and agree that the Committee reviewed and recommended approval of the Community Engagement Strategy 2024.	Proposed: CH Seconded: CM. All in favour Clerk
2024/C&C /7.	COMMUNITY AWARD SCHEME 2024	
	IT IS RECOMMENDED that Council agree to the formation of a community awards scheme 2024 task and finish group and that it includes members Cllr Brisbane, Cllr Langsdon and Co-opted member Beazley.	Proposed: SB Seconded: CH All in favour
2024/C&C /8.	TELEPHONE BOXES	
	IT IS RECOMMENDED that Council agree to the formation of a Telephone Boxes task and finish group to consider and recommend on how the red box will be utilised, its potential, location, and anniversary celebration ideas. Further determine the refurbishment of the Cromer Road Telephone box and fitting of a defibrillator. The group should include members Cllr Morris, Cllr Langsdon and Co-opted member Beazley.	Proposed: ML Seconded: CM All in favour
2024/C&C /9.	SCAP TASK & FINISH GROUP	
	IT IS RECOMMENDED that Council note the Committee considered and agreed a verbal update from Councillor Brisbane regarding SCAP	Proposed: SB Seconded: MA All in favour
2024/C&C /10.	EVENTS WORKING GROUP	
	IT IS RECOMMENDED the Council note the verbal report agreed by the committee provided by Councillor Ashcroft which included the following planned events for 2024 – <ul style="list-style-type: none"> • April 1st 50-year anniversary of formation of Sheringham Town Council. • April 23rd St Georges Day • RNLI 200th Anniversary • June 6th D Day Beacon Lighting at 9:15pm • October – Poetry event • 10th November – Remembrance Sunday 	Proposed: ML Seconded: CM All in favour MA
2024/C&C /11.	YOUTHCLUB	
	IT IS RECOMMENDED Council note the committee received an update from the Clerk and Hazel Beazley on the potential Youth Club and that actions were agreed for the Clerk to contact The Norman Lamb Coalition and Hazel Beazley to attend a Holt Youth Project session.	Proposed: ML Seconded: MA All in favour Clerk/HB

2024/C&C /12.	PUBLIC WATER FOUNTAINS	
	IT IS RECOMMENDED Council note the Committee received an update from the Project Officer and the Clerk regarding a public water fountain and funding opportunities.	Proposed: SB Seconded: ML All in favour Finance Asst
2024/C&C /13.	CLIMATE ACTION PLAN	
	IT IS RECOMMENDED Council note that an update report will be collated by the Officers and circulated to the Committee, further a strategy document will be created (6.1 & 2)	Proposed: ML Seconded: SB All in favour
2024/C&C /14.	BIODIVERSITY DUTY	
	IT IS RECOMMENDED Council note that a workshop will take place on 12 th March to review the Councils Biodiversity Duty. Further, review application of the NALC model Biodiversity Policy and action plan as it applies to STC.	Proposed: SB Seconded: CM All in favour Chair
2024/C&C /15.	CLIMATE CONSULTANT TENDER	
	IT IS RECOMENDED Council note Committee recommended that they invite a potential consultant to provide a presentation for free at the next meeting. It is minuted that during this motion, Cllr Ashcroft read a statement to the Committee raising concerns regarding the viability of this project and the spending of £20000 on a consultant during a period of austerity. It was noted that the £20000 earmarked is for Consultancy only and not for arising projects.	Proposed: MA Seconded: CM All in favour Clerk
2024/C&C /16.	CLIMATE CHANGE WEEKEND	
	IT IS RECOMENDED Council note the Committee received a verbal report from the Committee Chair on a community meeting held on 16th November for a Climate Change Weekend event to be held on 20th April and agreed that visuals will be reused from the APM.	Proposed: CM Seconded: MA All in favour Chair
2024/C&C /17.	ELECTRIC CHARGING AT SHERINGHAM COMMUNITY CENTRE	
3D Opened Prop – ML Sec - CM	IT IS RECOMMENDED Council note that the Committee received an update from the Clerk and Project Officer.	Proposed: ML Seconded: MA All in favour
2024/C&C /18.	TRANSPORT HUB	
	IT IS RECOMMENDED Council note that the Committee received an update from the Clerk.	Proposed: ML Seconded: MA

3D Closed Prop – SB Sec - CH		All in favour
2024/C&C /19.	Closure of Meeting The meeting closed at 8:55 pm	
	Date of next meeting 23 RD April 2024 at 7pm	

Chair Date:

DRAFT

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Alleyway Naming Task and Finish Group
Parent Committee	Full Council
Date of Meeting	04.01.24
Members of Group <i>including any co-opted members</i>	Cllr. Brisbane, Cllr. Pegnall, Cllr. Ratcliffe
In Attendance	Cllr. Langsdon

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. Cllr. Langsdon reported that he had written to the school to inform them of the Council decision to name the alleyway 'Olive Edis Way'. He had also spoken to Lisa Little of Sheringham museum to seek information about Olive Edis. 2. Establish who owns the walls either side of the alleyway. 3. Seek approval from owners to place installation items relating to Olive Edis on the walls. 4. Agree the application to name the alleyway with NNDC. 5. Find out more information about Olive Edis. 6. Contact Lisa Little of Sheringham Museum and ask if she would be co-opted onto the T & F group. 7. The meeting also discussed the following points from Cllr. Pegnall: The Installation: <ol style="list-style-type: none"> I. How can we involve rather than impose? (Cllr. Langsdon has done this already by going to the school for ideas) II. How much do we base the images/ words on facts and how much on a creative response to Olive's ingenuity, tenacity and innovation? III. Can we present her as a local figure but also feature her national reputation? IV. Do we have any photographers sufficiently aware of the technical advances she made? Can that feature without sounding too didactic? V. What about the feminist or at least maverick side to her personality and determination? Hasn't photography been a very male art, except for a select few? VI. How do we link the display here with the information in the Museum?
Recommendations
<ol style="list-style-type: none"> 1. Office to find out who owns the walls either side of the alleyway. 2. Cllr Ratcliffe to write to the owners of the walls and seek permission to place installation items relating to Olive Edis on the walls and inform the related shops. 3. Office to progress the application to name the alleyway with NNDC. 4. All Cllrs on the group to seek further information on Olive Edis including making contact with Cromer and Sheringham museums and others who may have knowledge that will help to progress the project. 5. Lisa Little of Sheringham Museum be invited to be co-opted onto the task & finish group.

Submitted to the office by:	Cllr. Brisbane
-----------------------------	----------------

Note: Working Groups and T&F groups do not submit 'Minutes' as they are not bound in the same way by legislation, in the same way that they do not have an Agenda which is publicly disclosable. For transparency and to aid communication a written record of recommendations should be submitted to the Clerk's Office in order for recommendations to be considered by relevant Committees or Full Council

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Wayfinding Task and Finish Group
Parent Committee	Full Council
Date & Time of Meeting –	N/A - report for FC Meeting of 16 TH January 2024
Members of Group <i>including any co-opted members</i>	Wendy Austin (Co-opted member) Jon Dorey Chris Duxbury (Co-opted member) Peter Ratcliffe John Roseby (Co-opted member) Liz Withington
In Attendance	N/A

Brief Summary of Meeting	
<ol style="list-style-type: none"> 1. John Roseby has met with NNDC Planning Dept. and will be progressing with a planning application for the scheme. (The planning application itself once complete, will have to be submitted by STC. This will have minimal impact on STC resource.) 2. Cllr. Withington is drafting a proposal document to secure funding, (over the £30k earmarked by Sheringham Town Council). This requires some data from NNDC that has been requested 	
Recommendations –	
1. None	

Record of Events submitted to the office by:	Peter Ratcliffe
--	-----------------

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Pavilion Task and Finish Group
Parent Committee	Assets Committee
Date of Meeting	11 th January 2024
Members of Group <i>including any co-opted members</i>	Ian Kime Trish McLaren – Co-opted Peter Ratcliffe (Lead) Charles Sanders - (Co-opted) Richard Shepherd
In Attendance	Ian Kime Jeremy Stubbs (Assets Chair) Mel Ashcroft (Projects Officer) Sarah Peberday Clerk

Brief Summary of Meeting	
<ol style="list-style-type: none"> 1. On site visit to Sports Pavilion and Cemetery Pavilion 2. Overall, Sports Pavilion much cleaner and tidier, still some issues with storage of tables and barriers in the 1st floor disabled toilet. 3. STC Task and Finish group to meet and agree strategy following onsite visit, to include recommendation for caretaking resource. 4. Critical Action Plan incomplete following cancellation of JLM Health and Safety follow up, this is being rearranged due to unforeseen circumstances (but is urgent and important). 5. Cemetery Pavilion and toilet is closed to the public following a water leak at the allotments, lack of Maintenance resource will delay repairs. 6. Cemetery Pavilion storage of fuel a concern, in particular a build-up of fumes in the locked space and storage of non-essential items which require clearance/disposal (old hifi systems, electrical items, portable video TV, empty containers, out of date fire extinguishers). 	
Recommendations –	
<ol style="list-style-type: none"> 1. STC internal Task and Finish members and Chair of Assets to meet to discuss strategy in relation to Sports Pavilion and Cemetery Pavilion 2. STC to manage rescheduling of Health and safety arrangement meeting with JLM 	

Submitted to the office by:	Peter Ratcliffe (Collated by Clerk)
-----------------------------	-------------------------------------

Note: Working Groups and T&F groups do not submit 'Minutes' as they are not bound in the same way by legislation, in the same way that they do not have an Agenda which is publicly disclosable. For transparency and to aid communication a written record of recommendations should be submitted to the Clerk's Office in order for recommendations to be considered by relevant Committees or Full Council

T&F Group and Working Group Record and Recommendations

Name of Working Group	Sheringham Community Art Project (SCAP)
Parent Committee	Community Committee
Date of Meeting –	N/A – report for FC Meeting of 16 th January 2024
Members of Group <i>including any co-opted members</i>	Sue Brisbane Ian Kime Judy Oliver (Co-opted member) Panagis Matsongouras (Co-opted member) Clive Perrin (Co-opted member) Peter Ratcliffe Terry Read (Co-opted member) Colin Seal (Co-opted member)
In Attendance	N/A – report for FC Meeting of 16 th January 2024

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. The completed mural remains in storage and is now scheduled for installation sometime early spring 2024 2. The license for STC’s agreement with NNDC for the installation of the mural has been signed 3. Work continues on the SCAP website 4. A provisional date for a SCAP meeting is Tuesday 16th December 5. STC were to hold the remaining stock of (unopened) paint, but this is now held at the Sheringham Mo Museum 6. SCAP scaffold boards have been temporarily utilised on the allotments, (to secure covers over unallocated allotments). They should be returned later as the intent is the boards are donated to charitable causes, (in-line with the understanding with Altrad who donated the boards).
Recommendations:
None

Record of Events submitted to the office by:	Peter Ratcliffe
--	-----------------

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Barclays Bank Task and Finish Group
Parent Committee	Full Council
Date of Meeting	21.12.23 – report for FC Meeting Tuesday 16th January 2023
Members of Group <i>including any co-opted members</i>	Peter Ratcliffe Colin Heinink Jeremy Stubbs Martin Langsdon Peter Peggall Phil Bailey – NNDC Duncan Baker MP
In Attendance	Duncan Baker MP Martin Langsdon Sarah Peberday (for Peter Ratcliffe) Lianne Coupland (Barclays) Alexandra Pitchford (Barclays)

Brief Summary of Meeting

1. Leanne Coupland confirmed that Barclays were looking for sites to provision a 3 day week banking hub in Sheringham Town Centre
2. Space must provide – a private room, public space, accessible and wifi.
3. Barclays do not wish to be a key holder.
4. Sites discounted – Oddfellows Hall (due to long term lease booking), Lighthouse Church, Morley Club & Tyneside.
5. Sites to be visited in January by Leanne Coupland – Former Community Hub site (adjacent to Tesco), Sheringham Library, Yesu pantry & Salvation Army
6. Barclays representatives reiterated that they are keen to share spaces with Community Groups, particularly when not in use.
7. Leanne Coupland to contact NCC re Community Hub site – Contact DB if they encounter any problems with tracing contact details.
8. Cash deposit service is in pilot elsewhere in the UK.
9. Group to reconvene in January following Leane Coupland visit.

Recommendations –

1. Group to continue to work to find a solution and provide service in Sheringham once current Barclays closes.

Submitted to the office by:	Sarah Peberday
-----------------------------	----------------

Note: Working Groups and T&F groups do not submit 'Minutes' as they are not bound in the same way by legislation, in the same way that they do not have an Agenda which is publicly disclosable. For transparency and to aid communication a written record of recommendations should be submitted to the Clerk's Office in order for recommendations to be considered by relevant Committees or Full Council

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Meadowland Burial Project Task & Finish Group
Parent Committee	Full Council
Date of Meeting	08.01.24
Members of Group <i>including any co-opted members</i>	Cllrs Ashcroft, Brisbane and Langsdon
In Attendance	The Clerk

Brief Summary of Meeting
<p>1. Terms of Reference were agreed:</p> <ol style="list-style-type: none"> 1. Review recommendations made by CDS (who design and build cemeteries), bring back to Full Council and feedback to CDS on Council views. 2. Structure consultation process. 3. Undertake comparative analysis on the impact on STC's traditional cemetery. <p>2. If agreed by Council, consultation to begin from February.</p> <p>3. Next meeting 29.01.24 at 2:30pm, Community Centre will review recommendations from CDS' first stage of feasibility.</p>
Recommendations –
<p>Agree Terms of Reference:</p> <ol style="list-style-type: none"> 1. Review recommendations made by CDS (who design and build cemeteries), bring back to Full Council and feedback to CDS on Council views. 2. Structure consultation process. 3. Undertake comparative analysis on the impact on STC's traditional cemetery.

Submitted to the office by:	Cllr. Brisbane
-----------------------------	----------------

Note: Working Groups and T&F groups do not submit 'Minutes' as they are not bound in the same way by legislation, in the same way that they do not have an Agenda which is publicly disclosable. For transparency and to aid communication a written record of recommendations should be submitted to the Clerk's Office in order for recommendations to be considered by relevant Committees or Full Council

STC Working Group / Task & Finish Group Memberships

Group Number	1	2	3	4	5	6	7	8	9	10	11	12	13
Name of Working Group	Putting Greens Strategy	Morley Hill (Working Group)	Events	Parking & Road Safety	Barclays /Banking Hub	Pavilion Survey	Pedestrian Measures	Wayfinding	CT2 Money	SCAP	Market	Alleyway Naming	Meadowland Burial
Parent Committee	Full Council	Full Council	Community	Full Council	Full Council	Assets	Full Council	Full Council	F and G	Community	F and G	Full Council	Full Council
Group Size	6	6	6	3	3	5	5	7	3	5	4	3	4
Lead		Ratcliffe	Ashcroft	Bailey	Ratcliffe	Ratcliffe	Ratcliffe	Ratcliffe	Langsdon	Ratcliffe			
Councillor	Brisbane	Ashcroft	Bailey	Langsdon	Heinink	Shepherd	Dorey	Dorey	Ashcroft	Brisbane	Bailey	Ratcliffe	Ashcroft
Councillor	Dorey	Dorey	Brisbane	Dorey	Stubbs	Kime	Morris	Vacant	Stubbs	Kime	Morris	Peggnall	Langsdon
Councillor	Kime	Worboys	Kime	Heinink	Langsdon	Co-op Sanders	Stubbs	Co-op Austin	Ratcliffe	Co-op Oliver	Ratcliffe	Brisbane	Brisbane
Councillor	Ratcliffe	Co-op Farrow	Ratcliffe	Morris	Peggnall	Co-op McClaren	Co-op Withington	Co-op Roseby		Co-Op Seal	Shepherd		
Councillor	Stubbs	Co-op Padfield	Stubbs	Ratcliffe				Co-op Duxbury		Co-Op Reid			
Councillor	Worboys			Shepherd				Co-op Withington					
				Stubbs									

Sheringham District Cllrs Team Report

Welcome to the Sheringham District Councillors Team report for January 2024 - Cllrs Bailey, Heinink and Withington



NNDC News



Repairs to Marble Arch

Repairs to the surface of the upper arch indicated that there were some potential issues with the concrete sub structure. Initial investigations revealed that a comprehensive engineering survey of the sub structure was needed as there are indications of concerns for the concrete lower layers. The building and the area have been sealed off and are awaiting the engineering survey to be completed. Signage is in place indicating where the nearest toilets are and liaison has taken place with the RNLI in regard to access to the Lifeboat Station.



Warm Homes Grant

North Norfolk District Council is part of the Norfolk Warm Homes Partnership. The Norfolk Warm Homes grant provides energy efficient home improvement works for people who live in homes that are not heated by mains gas.

The grant is aimed at supporting homeowners or private renters who don't have mains gas heating to help them improve the energy efficiency of their properties.

<https://www.north-norfolk.gov.uk/news/2023/december/norfolk-warm-homes-grant/>

Council agrees to send letter to Government over the Housing Crisis in North Norfolk

North Norfolk District Council sent an open letter to Secretary of State for Levelling Up, Housing and Communities the Rt Hon Michael Gove calling for urgent action from Government to help ease the local housing crisis.

The letter from Leader of the Council Cllr Tim Adams spells out the seriousness of the situation regarding homelessness and the alarming

Sheringham District Cllrs Team Report

rise to the cost of temporary accommodation provision in North Norfolk.

This letter received cross party support.

Homelessness has increased by 40 per cent in North Norfolk over the course of the last three years, reflecting similar pressures in District and Borough Councils throughout England.

This number continued to increase and between April 1 and October 31 this year, 228 households had been assessed as threatened with homelessness or already homeless.

If the Council places a household in nightly paid accommodation costing £700 per week, it is currently only able to claim £98 of that cost back.

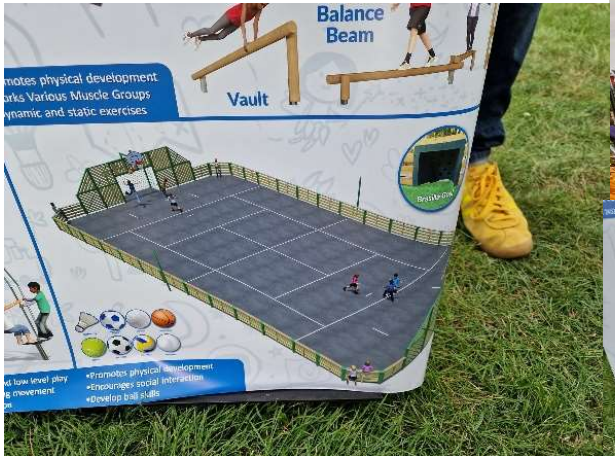
The net cost of the Council meeting its statutory requirement to provide temporary accommodation has consequently risen from £713k in 2022-23 to a projected figure of £1m in 2023-24. Further data about the latest housing figures are included in this report later. See the following link to more about the agreed letter. <https://www.north-norfolk.gov.uk/news/2023/december/council-writes-to-minister-over-the-housing-crisis-in-north-norfolk/>

Sheringham Play Parks

Cooper Road A community group is to be established and the process of agreeing possible designs and seeking funding to be started shortly.



Sheringham District Cllrs Team Report



Sheringham District Cllrs Team Report

The Leas Playpark



Plans have been developed by a company using a recycled plastic composite product which will be more long lasting and resistant to the inclement and hostile climate in this location. It will also not involve moving parts which also further reduce life expectancy of equipment in this location



The Council have agreed the funding for this project and the procurement process is starting.

Sheringham Market –

Following the initial announcement and promotion of the Christmas market the market team made good use of social media to attract stallholders and had a very encouraging response from over 30 market traders. The existing market is currently at about 70% capacity of the available spaces which are allocated for the market, and the NNDC team had worked out with the remaining spaces available on the carpark the additional Christmas market could take somewhere between 18-24 additional traders for the 9th.

The Christmas Market at Sheringham on December 9th was successful, despite challenging weather conditions. Initially, over 30 traders showed interest, but logistical issues and weather-related factors led to 18 paid reservations for the Christmas market, with only 14 traders participating on the day due to the extreme weather. Although the event finished early due to the high winds which were making the stalls dangerous, the event garnered positive feedback, with traders expressing interest in future markets and 2 stalls indicating they will be booking permanent pitches from April.

For 2024, the NNDC Market team plans themed markets, including a 'food market,' a 'makers market,' a 'youth market,' and a 'Christmas market.' Proposed dates are April 6th, June 22nd, September 14th, and December 7th, respectively. The team is considering a similar approach for the Wednesday markets to attract mid-week customers and will explore the feasibility of this option. Overall, despite weather challenges, the Christmas market's success has we believe set a positive tone for upcoming events.

Cost of Living Crisis Housing

This continues to be a crisis in North Norfolk and Sheringham.

Discretionary Housing Payments: NNDC continue to administer Discretionary Housing Payments (DHP) to support tenancy sustainment, homelessness, and to support people to stay within the community. Cases are worked on as a panel which includes officers from the Benefits Team and Housing Options. For 2023/24, North Norfolk has been allocated funding of £103,037, and up to 30th November 2023 we have spent 73.62% of our allocation across 84 households. A further total of 153 applications (141 households) have been refused as the circumstances of the household are outside the scope of the scheme. Where we have not been able to provide support through the DHP scheme, the team will consider other funding options and signpost the customer accordingly.

Financial Inclusion During November the Financial Inclusion Team received 107 referrals. Most referrals (55%) were received from residents requiring support with income maximisation through welfare benefits, grants, and other income support related schemes. A further 22% of referrals were from residents requiring support with food and energy. From 1st November, NNDC are working with Citizens Advice (CA) who are handling referrals into the Financial Inclusion Team around debt advice. The CA will be supporting the client on face-to-face basis where possible at the council offices.

Housing Options and Homelessness Prevention: As at the 30 November there were 2475 households on the housing list with 562 (23%) being on the Housing Register – this register contains those qualifying applicants who have the most urgent housing needs.

Lettings in the last month slightly increased due to the completion/handover of 7 new Victory homes in Southrepps, these 7 new social housing homes attracted over 1,248 bids.

The overall number of lettings has decreased by 33% when compared to the same period in 2022 and NNDC continue to see an increased

need for family homes. Approaches to the service remain high and between 01 April to 31 October 2023 we have opened 736 new cases. Each case represents a household who has contacted us as they have some sort of housing need, and we are still seeing an increase in homeless households (Relief cases) presenting to the Local Authority.

As at the 30 November 2023, there were 195 open cases. 141 households were initially assessed as threatened with or were homeless, of these 63 were households with children. The three most common triggers of homelessness during the period were:

- The loss of a private tenancy
- Households no longer being able to stay with families and friends
- Domestic abuse Temporary Accommodation

As at the 30 November 2023 there were 66 households in Temporary Accommodation. These include 66 children. District Cllrs have supported two households during December to obtain housing. Figures specific to Sheringham are as follows:

Affordable Housing in North Norfolk Calling Parish Councils - your help is needed...

Parish Councils are aware of the acute need for more Affordable Housing across our district.
 NNDC's Strategic Housing Team are working hard to deliver more Affordable Homes for local people.
 Parish Councils play a key role in supporting and representing their communities.
 Many Parish Councillors across the district are involved in helping to reduce housing need in their parish through supporting projects to deliver new Affordable Homes.

Affordable Housing Lettings
 There have been **234** Affordable Housing lettings across the district in the last twelve months.
 Less than one let for every 10 households on the Housing list.

NNDC's Housing list has:
2495 households needing a new home. Of these:
184 are homeless or at threat of homelessness
153 are living in insanitary, overcrowded housing or unsatisfactory housing
232 need to move due to medical or welfare grounds (which includes disability)
66 homeless households who have nowhere else to go and are staying in temporary accommodation such as bed & breakfast

We are asking you to get in touch with us to discuss how you can help.
 The information provided tells you about:

- current housing need in the district
- housing need specific to your parish and directly adjoining parishes
- ways that you can help to reduce housing need for your community

In the Parish of Sheringham
183 households are currently on the Housing list and have a local connection to the parish and directly adjoining parishes. These are households that are part of your community through current or former residence, work in the parish or close family living in the parish.
 There have been **18** Affordable Housing lettings in Sheringham in the last twelve months.

What can the Parish Council do to help? You can help by telling us about:

- land owned by the Parish which could be suitable for developing new Affordable Homes
- local landowners who could be interested in selling land to develop new Affordable Homes
- empty homes in your parish - we can talk to the owners about bringing the home back into use
- homeowners who may be interested in renting a home to a local household in housing need
- interest in forming a Community Land Trust which could help deliver local Affordable Homes

We welcome other ideas Councillors may have as to how new Affordable Homes can be delivered



Please contact Anna Clarke (Community Housing Enabler) at anna.clarke@north-norfolk.gov.uk or on **01263 516428**

Sheringham District Cllrs Team Report

Healthier Sheringham

Sheringham Helps will be taking place on the Saturday 17th September at the lighthouse. For groups and organisations wishing to take part in the network event in the morning and the public fair in the afternoon please contact healthiersheringham@gmail.com to take part.

This event will also see the launch event for Age Friendly Communities which is piloting the scheme in Sheringham through Healthier Sheringham.

Sheringham Helps 2024
Building Community Connections
 Come and meet your fellow community groups at the Lighthouse, forge new partnerships, share your good work and services and help build Sheringham as a stronger community. Network 11-1 Saturday 17th February 2024 Followed by Fair 1-3.30 pm for the public

Dementia and Carers Fair included

Sport and fitness
 Health groups
 Social groups
 Arts groups
 Heritage groups
 Support groups
 Activity groups
 Environment groups
 and more!

Join us and connect with your community healthiersheringham@gmail.com
 Healthier sheringham

healthiersheringham@gmail.com

SHERINGHAM HELPS 2024

COMMUNITY FAIR & FUN DAY

- TAKE PART IN AND FIND OUT ABOUT ACTIVITIES IN SHERINGHAM FOR ALL AGES
- FIND OUT ABOUT COMMUNITY SUPPORT
- ENJOY FUN ACTIVITIES
- FIND OUT ABOUT VOLUNTEERING OPPORTUNITES

**SATURDAY 17TH
FEBRUARY
1-3.30 PM
LIGHTHOUSE**

Dementia and carers fair

Cafe and soft play

Visit the WOW BUS



FIND OUT MORE FROM HEALTHIER SHERINGHAM



FOLLOW US

healthiersheringham@gmail.com

Sheringham District Cllrs Team Report

Beeston Bump and Skelding Hill Coastal Footpath

District Cllrs have continued to pass on the concerns of residents and visitors about the state of these two sections of the Coastal Path to Norfolk County council who are responsible for these paths



Repairs to Skelding Hill will start in the Autumn and funding has been applied for to improve the path and steps. We have advised them of a number of accidents and health and safety concerns expressed by locals and visitors. In the interim the Norfolk County Council Trail team have put signage in place to advice walkers to use the lower path around the base of the Bump/Hill. NNDC did cut the path back to improve access.

Sheringham District Cllr Team – Casework

Ongoing Casework 2024

Highways and parking	Housing	Environment and Environmental Health Issues	NNDC Assets and planning	Other
December 2023 and January 2024				
Roadworks issues – town centre	2x No fault evictions housing obtained	Waste dumping	Cliff road application	Dog needing fostering

Sheringham District Cllrs Team Report

Potholes x2 Cycle parking Incorrectly sited street lamp (NCC)	privately by Cllrs. 3 no fault evictions support given Domestic Abuse	Additional black bin needed Flytipping Dead seal on the beach – removal Flooding Childs Way Lusher close and Uplands Park, Alexandra Road De Morley Garth Heath Road Beeston Bump and Skelding Hill path repairs	Air source heat pump application retail	Blue badge application Benches x2 Community food store – referral x2 Hot meal needs-elderly

Local Cllr

Attendance/Training/Briefings – not previously mentioned

North Norfolk Arts and culture Committee

Visit north Norfolk Conference

Experience Sheringham

Sheringham Sports Association

Healthy Aging Alliance Meeting

North Norfolk collaboration Meeting – Headway

Salvation Army Carols and Community Lunch

NNDC budget meetings

NNDC Full council

NNDC Development Committee

Sheringham District Cllrs Team Report

NNHWP Older People working Group	Support and meeting with local business
North Norfolk Dementia working Group ICB	
Domestic Abuse Forum	

How to access support for Sheringham Residents

Helping Residents to find help and support As STC staff and councillors, community organisations and residents reading the District Cllr report this information will help you to direct members of our community to the right support and contacts.

With the rising cost of living proving very difficult for people in North Norfolk, **North Norfolk District Council** have been looking to find ways to support our residents.

IT Housing and Benefits have put all the information together about accessing funding and support in one place. NNDC Help Hub as well is available to all as well.

If you are part of a community group and act as signposting or support those in need. Please share this information with your organisation, clients or community. As District Cllrs we will always refer people through who are in need and do so regularly.

Follow the link below for information

Change of circumstances online form:

<https://www.north-norfolk.gov.uk/>

<https://www.north-norfolk.gov.uk/proj.../advice-and-support/>

The Help Hub is also an important and useful point to connect with for further support via the social prescribers if you are supporting residents or local organisations. Residents can also self-refer

The North Norfolk Help Hub is a partnership of organisations that work together to offer practical support, advice, and guidance.

At times, we all need a little help and support dealing with issues or problems in our life that are hurting our physical, mental, social or financial wellbeing. Getting help as soon as possible can prevent things from getting worse.

The Health and Communities Team are part of the North Norfolk Help Hub. They can provide advice and support with:

- abuse and exploitation, including domestic abuse.
- benefits
- carer support
- employment
- financial advice
- home adaptations and assistive technology
- housing conditions
- learning
- local opportunities for leisure interests
- long term health condition management
- mental wellbeing
- social isolation
- substance misuse
- wellbeing

Early Intervention Team

North Norfolk District Council's Early Intervention Team are working to help residents across the District who are threatened with homelessness.

It is never too early to get help and the Early Intervention Team provides support for individuals and families across North Norfolk with housing-related issues and will work to address the problem.

Sheringham District Cllrs Team Report

The team try to do this at an early stage before the individual or family become homeless and ideally before a significant risk of homelessness arises. They are part of the Council's Housing Options team and work closely with other services to identify those in need and provide support and advice.

If you or someone you know are having problems which make it difficult at home, such as:

- Rent arrears or other debt worries
- Arguments at home or relationship breakdowns
- Changes to your household
- Changes to your health

The Early Intervention Team can help

If you or someone you may know is threatened with homelessness, the Early Intervention Team can help and assist you by:

- Talking through some options, you may have to help yourself.
- Try to help keep you in your current home where possible.
- Work with you to secure alternative accommodation.

Where possible, the Council aims to make sure residents remain in their current homes by helping at an early stage, the Early Intervention Team will seek to understand your current situation and help to resolve your situation.

The most important thing you can do is contact the Early Intervention Team on 01263 513811 or email early.intervention@north-norfolk.gov.uk as soon as possible.

How to get support

If you are aged 18 and over and need help or support, please contact the Health and Communities Team Duty Line.

Call:

01263 516353

Email:

social.prescribing@north-norfolk.gov.uk

[Apply-for-housing-benefit-and-council-tax-support](#)

[Manage-your-benefits-claim-online](#)

Further information regarding financial hardship, community support and access to mental health support, domestic abuse and violence support, is available on Cllr Withington's new website and blog. [Click here to view](#)

Early Help Hub**Financial Support**

The Early Help Hub has also produced a **comprehensive list of financial support available for** community support organisations to direct people to. This has been shared in the community via organisations such as Healthier Sheringham to their partners and those working on projects with NNDC and the ICB

Please contact us if you are aware of people who need financial support as a result of the Cost of living Crisis

General help is available here

https://www.north-norfolk.gov.uk/costofliving?fbclid=IwAR3FBNeKCC0sE7jrutGsG0qvHjY_dF0QoA3UbHREph9Qu_YE6ibpHYu3VMU

The Household support fund application form is also live on the website

<https://north-norfolk.apply4.online/Account/Login?ReturnUrl=%2FRequests%2FQuickSchemeLink%2F543BPM>

www.norfolk.gov.uk/covidwintersupport

Cllr Liz withington can also issue food parcel vouchers through the North Norfolk foodbank (previously known as the Cromer Foodbank. This change is to reflect that the foodbank serves across the North Norfolk district.)

Sheringham District Cllrs Team Report

cssheringham@gmail.com She is also able to support through the Salvation Army foodbank and Community Food Club as well.

Energy Vouchers are also available for those in need and in fuel poverty.

We can also support with referrals to the Norfolk Assistance Scheme and Norfolk Household Fund

Anglia Water also have an Extra Care Support system to help with difficulties with paying bills and for those worried about the finances you can contact them online in the link below or telephone 08001693630

[Link to Anglian Water Extra Care Support](#)

Warm Homes grant available after successful bid



North

Norfolk District Council, as part of the [Norfolk Warm Homes Consortium](#), has been successful in a bid for £3.85 million of government grant to provide energy efficiency improvement works to homes occupied by low-income households within Norfolk.

The grant is aimed at supporting low income residents to reduce their energy bills and increase the thermal comfort of their homes through a subsidy towards increasing the energy efficiency of their property. NNDC have appointed Energy Officer Dulcie Walsh to help ensure those eligible for the scheme are able to access these important funds to reduce living costs. The Energy Officer will

identify suitable properties and support owner-occupiers and landlords with applications for improvement works. Our aim is to ensure we maximize take-up for North Norfolk residents.

For homeowners, if your gross household income is £30,000 or less the grant will cover the cost of the works.

For landlords, you could get a two-thirds subsidy for works to improve the energy efficiency of your property (if your tenants are on gross household incomes of £30,000 or less)

This grant is aimed at residents who have properties with a **low energy rating (EPC band E, F or G)**

The grant will go towards the cost of works to better insulate your home, which can include loft cavity wall and external wall insulation if your property is suitable.

Also available under the scheme, properties can benefit from low carbon energy by replacing an inefficient heating system with a renewable air source heat pump.

[For more information click here](#)

Support for our local businesses:

The full list of guidance for local businesses can be found on [North Norfolk District Council's Support and Advice for Businesses webpage](#).

The new Invest North Norfolk Scheme and additional business funding is available here

<https://www.north-norfolk.gov.uk/projects/invest-north-norfolk/>

Further advice is also available [Click here](#)

Sheringham District Cllrs Team Report

Other useful Contact numbers and links :

1. Emergency highways number -out of hours 03448008009 for fallen trees blocking roads etc
2. [Report a problem with potholes, pavements, hedges, salt bins, trees](#) to Norfolk County Council
3. Planned Roadworks in Norfolk <https://one.network/>
4. **SERCO** - missed bins/public toilets/ - 03301099220
5. [Report Fly tipping](#)



6. **Order a new bin** Contact Customer Services at Serco

Telephone: 0330 109 9220

Opening Hours: Monday to Thursday 8.30am to 5pm and Friday 8.30am to 4.30pm

Email: norfolkwaste@serco.com

7. **Assisted bin delivery** due to age or disability Contact Business Waste & Recycling

Telephone: 01263 516189

Email: cleansing@north-norfolk.gov.uk



If you find a seal in distress and in need of emergency assistance you can contact any of the following agencies.

765546

RSPCA: 0300 1234 999

British Divers Marine Life Rescue: 01825

Friends of Horsey Seals: 07706 314514

Get in touch with NNDC

Sheringham District Cllrs Team Report

Use our online form to give NNDC feedback, or ask a question about any of our services.

[Contact us](#)

Live web chat

Chat with one of our Customer Services Advisors by clicking the green web chat link at the bottom right of the screen. This will appear when advisors are available.

Call us

Telephone: 01263 513811

Out of hours: 01223 849782

Telephone and office opening hours

Monday, Tuesday and Thursday from 8.30am to 5pm

Wednesday from 10am to 5pm

Fridays from 8.30am to 4.30pm

Please don't hesitate to get in touch with us your District Cllr Team in Sheringham for further information on this report or if we can help with any issues.

Cllr Phil Bailey

Correspondence address:

North Norfolk District Council

Holt Road

Cromer

Norfolk

NR27 9EN

Email:



Sheringham District Cllrs Team Report

Correspondence address:

North Norfolk District Council
Holt Road
CROMER
Norfolk
NR27 9EN

Email: colin.heinink@north-norfolk.gov.uk

Mobile: 07970298625

**Correspondence address:**

NNDC Offices
Holt Road
Cromer
NR27 9EN

Bus. phone: 07905 292897

Email: liz.withington@north-norfolk.gov.uk

Mobile: 01263 802778



Cllr Liz Withington on Fb

@withington_liz on twitter

Lizwithington1 on Instagram

www.lizwithington.mycouncillor.org.uk

To keep up to date with the latest NNDC news and North Norfolk activity follow North Norfolk District Council on FB or click on on FB or click on the link below to go directly to the website

[North Norfolk District Council](http://www.norfolk.gov.uk)

Twitter @northnorfolkdc

Free travel for disabled bus pass holders

From 1 February 2024 all Norfolk residents who hold a disabled concessionary travel pass will be eligible for free bus travel 24 hours a day, seven days a week when travelling within the county. This means that more than 14,500 people across the county who hold a concessionary bus pass due to disability, and their eligible companions, will now be able to travel on any bus at any time free of charge across Norfolk.

Previously concessionary pass holders with a disability were only able to travel for free on buses off-peak (all day on Saturdays and Sundays but only from 09:30 Monday to Friday) except for those registered blind or visually impaired. The change was recommended following an updated equality impact assessment of the scheme which concluded that it is now unfair to offer a discretionary enhancement to just one group of disabled people (i.e. those who are blind or visually impaired).

The cost of providing this enhancement is estimated at £50,000 which will be funded by the Council's ring-fenced public transport budget provided by the Department for Transport.

2. Fire service

A multi million pound expenditure to modernise fire and rescue buildings across the county is being discussed. This is part of the ongoing infrastructure investment of the Fire and Rescue Service buildings to ensure they are suitable as the service recruits more women and looks to improve and standardise the layouts of its buildings for health, safety and wellbeing of staff, including what the service can do to minimise contamination of potentially harmful substances. This will be a three-stage approach to prioritising the modernisation of stations which requires an allocation of £2m from existing capital for 2024-25; with a follow-on £2m bid expected for 2025-26.

3. Short breaks for children with disabilities

Proposals to increase the range of short breaks for children with disabilities and open them up to siblings and other family members are being discussed.

This follows consultation over the summer, which looked at moving from a model that assigns a specific budget to a family, based on a child's disability, to a new approach that would look at a child's needs and work with their family to find the right activities to help them flourish. The budget for short breaks will continue to be £3.5m per year and the council has pledged that children will not have their activities reduced. The new approach, is much more focused on children's outcomes and interests, rather than their disability. It also means the council has greater flexibility to

buy services for multiple children from some activity providers, meaning that more children could benefit from a break.

This might mean changes in some of the funding parents receive to buy activities directly, but the value of the package of breaks will remain the same, or increase.

4. Schools admissions

Proposals are being considered to increase the number of preferences a parent or carer can make when applying for a mainstream school place for their child. The county council will consult on increasing of the number of preferences from three to four. This follows a review of the admissions process which highlighted the challenges some parents experience with not being offered a place at one of their preferred schools.

The admissions function is funded from the Dedicated Schools Grant and all associated costs are covered by the grant. Subject to the necessary approvals, the increase in preferences will begin in the school year of 2025/26.

In the 2023/2024 admission rounds:

- 8,035 Primary School applications were processed and 98.4% offered a place at one of their preferred schools.
- 9,153 Secondary School applications were processed and 96.5% offered a place at one of their preferred schools.
- 2,365 Junior School applications were processed and 98% offered a place at one of their preferred schools.

5. New year's resolutions

More than half of Norfolk's residents are making a New Year's resolution this year, with losing weight and healthier eating the most popular resolutions, according to a survey carried out by Public Health. 42% of residents claim that previous resolutions have been kept to for six months or more and just 7% slipping in the first week.

The service, Ready to Change is a free online tool to support residents. Those looking to reach a healthy weight, drink less or give up smoking can go online for as tips and information about free support in Norfolk.

Visit www.readytochange.co.uk for details.

6. DIY waste

Residents will be able to dispose of small amounts of DIY waste at the Recycling Centres free of charge from 31 December. The change applies to small-scale projects carried out by householders on their own home, allowing them to bring a maximum 100 litres (must fit into 2 x 50l bags) for free or one single item (maximum size of 200cm x 70cm x 75cm). Each household is allowed four free visits with DIY waste every four weeks. Anything beyond this will still be charged at normal rates.

From 31 December, the Government has set out the limits to household DIY waste which can be taken free of charge. The Pay As You Throw service will remain in place to get rid of larger amounts.

In 2022/23 the County Council's Recycling Centres handled more than 60,000 tonnes of waste and 72% of this was diverted from disposal. The change in policy follows Government abolishing charges for the disposal of limited amounts and types of DIY waste at recycling centres across the UK.

Traders must continue to pay for DIY waste.

January 2024

INVOICES

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
LogoWear Ltd.	32508	14.12.2023	£393.36	Workwear with logo	LG Act 1972 S.111	#711
Clearview	22852	14.12.2023	£749.23	CCTV Repairs (PO#18)	Crime & Disorder Act 1998 s.17	
Anglian Mowers	56160	18.12.2023	£161.51	Stiga Multiclip Pro H - Service	Open Spaces Act 1906 S.9 & 10	#717
Anglian Mowers	56161	18.12.2023	£161.51	Stiga Multiclip Pro SXH - Service	Open Spaces Act 1906 S.9 & 10	#716
Anglian Drainage Ltd.	3432	17.10.2023	£180.00	Community Centre Drainage Investigation	LG Act 1972 s.133	#719
Notice Board Company (UK) Ltd.	21361	15.12.2023	£1,782.00	Notice Board for Community Centre	LG Act 1972 s.133	#723
S D Simmons		30.12.2023	£120.00	TC & Bus Shelter Cleaning	LG Act (Misc Shelters Prov) 1953 s.4	#726
Karl Harper	858	19.12.2023	£250.00	Grave Digging	Sections 9 & 10 LG Act 1972 s.214	#727
A H Plumbing	3573	19.12.2023	£129.38	Toilet Repairs Community Centre	LG Act 1972 s.133	#728
Grenke	0000040390/2024	20.12.2023	£509.98	Photocopier Lease	LG Act 1972 s.111	#731
Malcolm Abbs Ltd.	2455	06.12.2023	£7,775.25	Phase 2 Bench Installation	Open Spaces Act 1906 S.9 & 10	#732
Clearview	22950	22.12.2023	£675.00	CCTV Maintenance Contract	Crime & Disorder Act 1998 s.17	#752
Fuzion Systems	1573	01.01.2024	£62.40	CCTV & Lift Phone	LG Act 1972 s.133	#753
IT Norwich	INV-13526	31.12.2023	£1,045.12	IT & Telephony Management Package	LG Act 1972 s.111	#754
IT Norwich	INV-13562	31.12.2023	£56.33	IT Support	LG Act 1972 s.111	#756
Pats Wooden Crafts	305	03.01.2024	£150.00	Memorial Plaques for Benches	Open Spaces Act 1906 S.9 & 10	#758
Ray Tuttle Lift Services Ltd.	R9557/LOR	05.01.2024	£118.91	6 Monthly LOLR Lift Inspection	LG Act 1972 s. 133	#761
Blyth & Wright	737845	31.12.2024	£72.48	Various sundries for Maintenance Team	Open Spaces Act 1906 S.9 & 10	#764
Starboard Systems	INV-4962	27.12.2023	£504.00	Scribe Booking Software Renewal	LG Act 1972 s.111	#765
SMG	16547	30.11.2023	£3,862.30	RIBA Stages 0-2 & 3 BH Putting Green	Open Spaces Act 1906 S.9 & 10	#771
Working Law	98903	08.01.2024	£175.00	Professional Fees	Employment Act 2002, Employment Relations Act 2004 & Employment Act	#773
Clearview	22434	02.11.2023	£675.00	Maintenance Contract 01.11-30.11.2023	Crime & Disorder Act 1998 s.17	#763
Clearview	22950	22.12.2023	£675.00	Maintenance Contract 01.12-31.12.2023	Crime & Disorder Act 1998 s.17	#752
			£20,283.76			

January 2024

INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Hansells	264176	05.12.2023	£1,053.00	Legal Fees - MH (04.23-08.23)	LG Act 1972 s.111	#720
Hansells	26418	05.12.2023	£3,411.00	Legal Fees - MH (08.23-12.23)	LG Act 1972 s.111	#721
Hansells	264175	05.12.2023	£420.00	Legal Fees (Land at Weybourne Rd)	LG Act 1972 s.111	#722
Hansells	264177	05.12.2023	£1,319.40	Legal Fees (General Property Matters)	LG Act 1972 s.111	#724
		29.12.2023	12,458.97	Staff Salaries	LG Act 1972 s.112	
Norfolk Pension Fund		20.12.2023	801.91	Pension	LG Act 1972 s.112	#734
HMRC		20.12.2023	4,933.60	PAYE/NI Contributions	LG Act 1972 s.112	#733
Zurich	3645920	22.12.2023	£10,175.88	Insurance	LG Act 1972 s.111	#730
			34,573.76			

January 2024

Debit CARD PAYMENTS

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
National Association Local Councils	8558205589	19.12.2023	39.22	Webinar - Reconnecting Communities through Community Transport	LG Act 1972 s.111	#718
Marquee Media Ltd.	INV-GB-134506251-2023-59246	19.12.2023	18.10	A4 White Paper	LG Act 1972 s.111	#729
Naked Sprout		20.12.2023	35.99	Toilet Rolls	LG Act 1972 s.133	#747
Initial	60418578	30.11.2023	84.37	Sanitary Bins (Sports Pavilion) 1/4 Payment	LG (Misc Provisions) Act 1976 s.19	#755
CANVA	04024-40627408	08.01.2024	12.99	Design Application	LG Act 1972 s.111	#772
Sentrex	111417	08.01.2024	1233.22	Remainder of invoice for deep clean PO# 20	Open Spaces Act 1906 s. 9&10	#770
Land Registry	1000004143805	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s.111	#778
Land Registry	1000004143874	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s.111	#777
Land Registry	1000004143924	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s.111	#776
Land Registry	1000004143904	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s.111	#775
Land Registry	1000004142350	10.01.2024	3.00	Title Register & Plant - Community Centre	LG Act 1972 s.111	#774
			1444.89			

DOCUMENTATION TO SUPPORT A MOTION

MOTION: That Sheringham Town Council Apply to NCC FOR Sheringham to become a “No Cold Calling Zone”

1. Background
 - 1.1. Over the course of the last few weeks, it has come to the attention of Cllr Stubbs that there has been an increase in cold calling, in Sheringham North.
 - 1.2. It is hoped that by introducing a “no cold calling zone” across Sheringham North and Sout, it will act as a deterrent to unscrupulous traders, bogus callers, and “chuggers”.
2. Consultation and feedback received;
 - 2.1. This motion is supported by the clerk and Cllr Stubbs.
3. Available Options Considered
 - 3.1. To continue as is with some cold calling zones in a few parts of Sheringham but not in others, these small pockets appear to have been initiated by residents.
4. Preferred Option
 - 4.1. STC to take the lead on protecting all residents.
 - 4.2. STC to name a Councillor as a local champion
5. Reasons for the Recommendation
 - 5.1. Our Town is clearly identifiable as a zone.
 - 5.2. The age and vulnerability of residents causes them to be at greater risk through cold calling.
 - 5.3. Sheringham has a strong community spirit, and this initiative would galvanise the Town.
 - 5.4. The area is considered attractive to doorstep rogue traders and “Chuggers”.
6. Next Steps – Communication and Implementation of the decision
 - 6.1. Subject to Full Council approval at the meeting of 16th January, the Clerk will submit an application to NCC.
 - 6.2. If approved the Clerk will liaise with the Champion and maintenance Team to erect the signage and set up the zone.
 - 6.3. Packs for residents and stickers will be distributed.
 - 6.4. The initiative will be communicated n local publications, press releases and the annual parish meeting.
7. Financial Considerations
 - 7.1. Resource costs only.

8. Governance Considerations

8.1. none

9. Climate Considerations

9.1. None

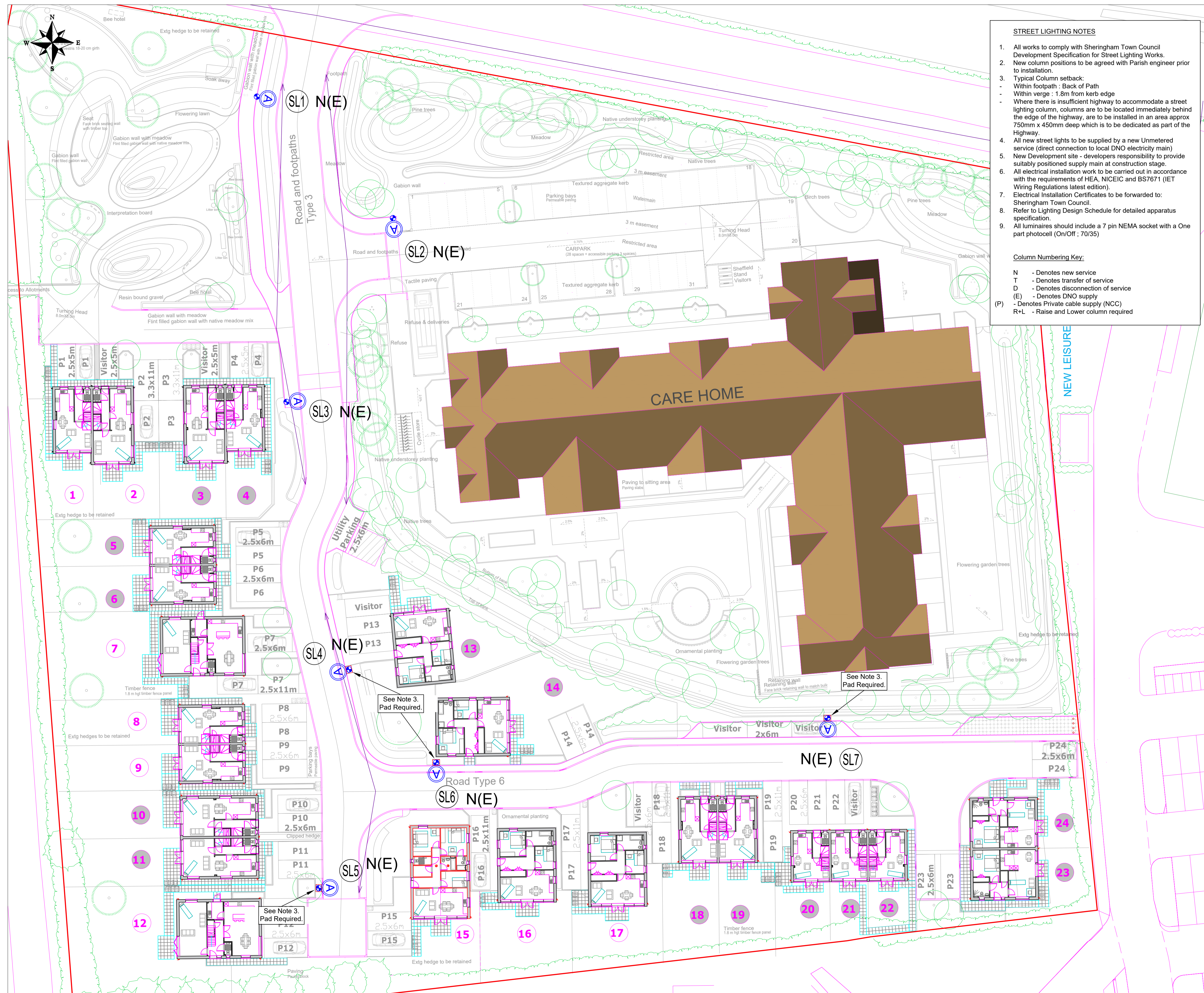
10. Supporting Documents/weblinks

10.1. <https://www.norfolk.gov.uk/business/trading-standards/consumer-advice/no-cold-calling-zones#:~:text=A%20no%20cold%20calling%20zone,as%20working%20within%20an%20area.>

Assets Overview – Items are displayed in Project Officer order of priority

1	<p>BURIALS/MEMORIALS</p> <ul style="list-style-type: none"> ➤ 3 x Full burials (January) ➤ 2 x Burials planned (February) ➤ 2 new headstone applications ➤ 3 additional inscriptions
2	<p>SPORTS PAVILION (23/24 Budget £10k / left: £4937)</p> <ul style="list-style-type: none"> ➤ H&S audit & Critical Action Plan (CAP) – Phase 1 complete. JLM cost £2047 / Deep clean – Completed £1761 + Skip £310 + new sanitary bins £224 / Total costs this year = £5062 ➤ Pavilion T&F group Strategy meeting held (Done) ➤ Initial site visit with Andy & Steve (RIBA 1-3) Cost £18,900 - Earmarked capital £70,000 fund. ➤ Monday 12th February - H&S JLM revisit – Meeting with Association
3	<p>HRU FISHERMANS BOAT MUSEUM & GALLERIES (23/24 Budget £1000 / left: £200)</p> <p>Meeting with the Sheringham Society held to go through Purslows audit. Next steps: Lease reviewed ready for February end / Roof repairs; tenders sent out / Key controls organised / Side shop vacancy being advertised / Asbestos Survey on 31st January</p>
4	<p>BEESTON HILLS PUTTING GREEN (23/24 Budget £14k / left: £10892 + 24/25 Budget £75.5k)</p> <ul style="list-style-type: none"> ➤ ECI & Fincham & Sons demo – Pre-work site visit completed (Quoted Cost £11080) / Water to be capped off (No cost) / Electrics to be isolated (Estimated cost £1500) / No time frames yet. ➤ Malcolm Abbs team – Timeline of maintenance works required. (Quoted Cost £15853) ➤ Acorn to Oak contacted to confirm actual work spec, timeframes & ongoing plan. (Quoted Cost £9070)
5	<p>SSSI COMMONS (Cost £11900 / Income £5791 (RPA) / 23/24 Budget £5500 / left: £4280)</p> <p>Work re-commences towards the end of January. Actual spend so far £1220. Legacy will be undertaking the works as they are able to provide the equipment and manpower. (Estimated Cost £5700)</p>
6	<p>ASBESTOS (No budget set / Quoted cost £1465)</p> <p>East Coast Insulations (ECI) Surveys will be completed during 30th & 31st January on the Cemetery Pavilion (£195), Sports Pavilion (£575), HRU (£395), The town clock (£150), & SA kiosk (£150)</p>
7	<p>STATION APPROACH PUTTING GREEN (No individual budget set)</p> <p>Updated Tender information is now available on the website – Closing date: Noon 14.02.2024 / Posters and advertising displayed around town as no applications have come through.</p>
8	<p>CEMETERY (23/24 Budget £5k / left: £4018)</p> <p>Create a tender document for improvement works required for the gardens, concrete areas, flower beds, planting and trees. / Create a tender for the replacement of the entrance and gateway (Re-purposing the gates)</p>
9	<p>MEMORIAL GARDEN (23/24 No individual budget set / 24/25 Budget £30k)</p> <p>Create a tender document draft for the improvement & extension works required in the Garden / Pavilion tender document drafted</p>
10	<p>VERGES (Income £5216)</p> <p>Investigate the renegotiation of the current contract / Investigate the cost of employing contractors (Tenders requested) Information compiled for February Assets</p>
11	<p>ELECTRIC CAR CHARGING (No cost to STC, NNDC funded project)</p> <p>Pre-install survey completed / Awaiting plans and work program</p>
12	<p>THE BEESTON COMMON BRIDGE (No 23/24 budget set – Cost £2650 v 24/25 Budget)</p> <p>Mackhouse team to provide mock-up of structure & timeline of works</p>

13	<p>COMMONS (No budget allocated)</p> <ul style="list-style-type: none"> ➤ Rory Hart has been asked to quote for the following works - Dew pond, Winter Beck, Mowed pathways ➤ Changes in legislation updated using the Model Byelaws Set 2.
14	<p>COMMONS – DANGEROUS PATHWAY</p> <p>Beeston Close dangerous walkway to the bridge – Solutions required to be actioned in house Costs and updates to be provided by MT</p>
15	<p>THE CLOCK (Cost £4991 / 23/24 Budget £300)</p> <p>Denny's Construction to finish works to the damaged guttering now that the Christmas lights are removed</p>
16	<p>THE MAINTENANCE SHED</p> <p>Tender information compiled for the relocation of the shed to the Community centre</p>
17	<p>THE WAR MEMORIAL (23/24 Budget £1k – None used / 24/25 Budget £5k)</p> <p>Restoration works to the metal surround/barriers, planters and benches.</p>
18	<p>STREETLIGHTS</p> <p>Final payments/invoices are currently being negotiated. Asset certificates have been requested.</p>
19	<p>COMMUNITY CENTRE NOTICEBOARD (Cost £1485)</p> <p>Has arrived and will be implemented (inhouse)</p>
20	<p>DOG POOP BINS</p> <ul style="list-style-type: none"> ➤ All 17 assets photographed for the register ➤ 13 damaged assets costed for replacement
21	<p>MEMORIAL BENCHES & PLAQUES</p> <p>New plaques implemented / Permits issued to new donors / Order 10 x plaques for old benches / Complete map of current bench locations</p>
22	<p>CREST/TOWN SIGN</p> <p>The crest has been removed. Awaiting update from Cllr JD on costs and work detail / Investigations into the arms ownership continues / Confirmation of the STC logo trademark status</p>
23	<p>BRITONS LANE</p> <p>Negotiations continue.</p>
24 NEW	<p>CLIMATE ACTION PLAN</p> <p>Update the current version to show progress so far this year / Compile a Strategy document draft</p>
25	<p>COMMUNITY AWARD SCHEME</p> <p>Action plan for this year's process</p>
26	<p>PREFERRED CONTRACTORS LIST</p> <p>Continue to populate ready for the February F&G meeting</p>



STREET LIGHTING NOTES

- All works to comply with Sheringham Town Council Development Specification for Street Lighting Works.
 - New column positions to be agreed with Parish engineer prior to installation.
 - Typical Column setback:
 - Within footpath : Back of Path
 - Within verge : 1.8m from kerb edge
 - Where there is insufficient highway to accommodate a street lighting column, columns are to be located immediately behind the edge of the highway, are to be installed in an area approx 750mm x 450mm deep which is to be dedicated as part of the Highway.
 - All new street lights to be supplied by a new Unmetered service (direct connection to local DNO electricity main)
 - New Development site - developers responsibility to provide suitably positioned supply main at construction stage.
 - All electrical installation work to be carried out in accordance with the requirements of HEA, NICEIC and BS7671 (IET Wiring Regulations latest edition).
 - Electrical Installation Certificates to be forwarded to: Sheringham Town Council.
 - Refer to Lighting Design Schedule for detailed apparatus specification.
 - All luminaires should include a 7 pin NEMA socket with a One part photocell (On/Off ; 70/35)
- Column Numbering Key:**
- N - Denotes new service
 - T - Denotes transfer of service
 - D - Denotes disconnection of service
 - (E) - Denotes DNO supply
 - (P) - Denotes Private cable supply (NCC)
 - R+L - Raise and Lower column required

DESIGN HAZARDS

(The following information has been collected from Preconstruction Information and Amey Process PLC-H&S-201 – Hazard Management for Designers.)

No High Risks Present

- STREET LIGHTING KEY**
- OFF WEYBOURNE ROAD
SHERINGHAM
NR26 8HF
- 7x Proposed 5m steel tubular galvanised column with a post top mounted lantern, head to be a Urbis Schreder AXIA 3.1 LED lantern.
Lantern specification:
Urbis Schreder AXIA 3.1 5267 8LED OSOLON SQUARE GIANT 700mA WW 730 (19.4W) (file 429102) (2.14Km output)
UMSUG code:4200190000100
- Lantern to have factory set pre dimming setting.
To be dimmed by 50% lumen output, from midnight to 05.30am
- Lantern to be supplied with front & rear louve (00-20-735)
- Lantern head to be standard grey finish, 3000K colour temperature, complete with 6m 1.5mmsq 3core cable, 7 pin NEMA socket
- Lantern to be controlled by a Lucy Zodiak SS4DN 1 part photo cell, with a switching level of 70lux on / 35lux off. (or similar approved)
Column to have double pole fused isolator fitted in the base compartment. (Charles Endirect L2/SF/A1 type or similar)
- All new street lights to be supplied by a new 230v Unmetered service (direct connection to local DNO electricity main)
- Concrete adoptable pad to be provided when no footpath is available.

FOOTWAY STANDARD

STREET LIGHTING DESIGN
BY AMEY CONSULTING

SIGNED: Les Archer DATE: 3/2023

B	Locations for SL5 & SL6 & SL7 amended due to on site constraints	LA	SC	JM	11/2023
Rev	Revision details	Drwn	Chkd	Appd	Date
Designed:	LA	Date:	2/2023		
Drawn:	LA	Date:	2/2023		
Checked:	SC	Date:	3/2023		
Approved:	JM	Date:	3/2023		



Client
ROSSI LONG CONSULTING LTD

Project Name
NEW DEVELOPMENT OFF WEYBOURNE ROAD SHERINGHAM, NORFOLK

Drawing Title
PROPOSED LIGHTING LAYOUT TOWN COUNCIL ADOPTABLE

Original Drawing Size :	A1	Scale :	1:250
Dimensions :	-		

Drawing Status
CONSTRUCTION

Suitability
S0

Drawing No
AC-N-732

Rev
B

DOCUMENTATION TO SUPPORT A MOTION

MOTION: That as part of the national RNLI 200th Anniversary celebrations, Sheringham Town Council awards RNLI Sheringham the 'Freedom of Sheringham'

1. Background

- 1.1. During 2024 the RNLI will celebrate its 200th Anniversary. As part of the anniversary celebration RNLI Sheringham is organising a series of events throughout the year such as a church service, concerts, a street exhibition of a lifeboat, a gala dinner, a poetry competition, and other events to engage the local community
- 1.2. In recognition of their contribution to RNLI Sheringham, RNLI Sheringham will also engage The Oddfellows as well as representatives of the RNLI at a national level
- 1.3. The proposal is that as part of our own efforts as Sheringham Town Council to mark this important occasion, RNLI Sheringham is awarded the 'Freedom of Sheringham'
- 1.4. The award is symbolic but no less important for that as it will reflect the standing RNLI Sheringham enjoys in our community.
- 1.5. The award is for the lifeboat crew, and also all those recognised as on the 'roll-call' supporting RNLI Sheringham in shore-based roles such as a lifeboat launch and recovery, fund-raising, committee and administrative roles

2. Consultation and feedback received

- 2.1. This motion is supported by the clerk and is put to council by Cllr. Ratcliffe who has attended in his capacity as chair of council and member of the Events Task and Finish Group, (reported to FC in earlier meetings), meetings with the RNLI Sheringham's own event committee
- 2.2. The proposal has been put to that committee and they are supportive of the initiative

3. Available Options Considered

- 3.1. As part of the wider national and local events to celebrate the anniversary, the Freedom of Sheringham is considered an appropriate gesture for a Town Council to make
- 3.2. It is an award that would fit well with the other events planned by RNLI Sheringham and demonstrates this council's recognition of the significant part RNLI Sheringham has in this community
- 3.3. An initiative to present a commemorative coin to all school-age children in Sheringham was considered, but discounted due to the cost

4. Preferred Option

- 4.1. To gain support for the initiative and present the award of the Freedom of Sheringham
- 4.2. The award would be made at the church service planned for Saturday 2nd March at St. Peter's Church

5. Reasons for the Recommendation

- 5.1. As a fitting reflection of the standing of RNLI Sheringham by this council

6. Next Steps – Communication and Implementation of the decision
 - 6.1. Subject to Full Council approval at the meeting of 16th January, the wording on the award scroll will be drafted and the award scroll and frame ordered. (The wording on the scroll will be delegated to members of the Events Task and Finish Group.)

7. Financial Considerations
 - 7.1. This council has already agreed to earmark £2000 towards marking the RNLI's 200th anniversary. (At the time an initiative to present a commemorative coin to all school-age children in Sheringham was being considered, but this idea has now been discounted.)
 - 7.2. The cost of the framed vellum scroll is circa £250
 - 7.3. A further proposal may be made for a contribution towards the cost of RNLI Sheringham holding events during the year, (2 'banners' for event promotion), circa £500

8. Governance Considerations
 - 8.1. It is considered that this will be the first award of the Freedom of Sheringham to any organisation/individual by this council
 - 8.2. Preliminary work suggests there is no reason why the award should not be made, and there is evidence of other councils using the award to recognise an outstanding contribution by an organisation or individual
 - 8.3. The Town Clerk will confirm there are no reasons why this council should not make an award before any costs are committed

9. Climate Considerations
 - 9.1. None

10. Supporting Documents/weblinks
 - 10.1. <https://rnli.org/about-us/our-history/2024>

**OUTSIDE REPRESENTATIVE REPORT - SHERINGHAM CARNIVAL ASSOCIATION (SCA) COMMITTEE
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 16TH JANUARY 2024)**

There has not been an official meeting of the SCA committee meeting in the report period, but the following a conversation with SCA chair, Stuart McClean, summarises my understanding of an informal meeting held earlier this week about plans to date for the Viking Festival 2024:

The festival will be held on the weekend of Saturday 6th April. A formal application will be made by the SCA to the clerk for use of the commons, (the same as last year).

Recommendation:

STC approves the request for SCA access to that part of the commons for the staging of the Viking Festival

Cllr. Peter Ratcliffe

STC Representative on Sheringham Carnival Association

Thursday 11th January 2023

**OUTSIDE REPRESENTATIVE REPORT - EXPERIENCE SHERINGHAM
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 16TH JANUARY 2024)**

Mr Paul Richmond as kindly provided the following report to update Council about recent work by Experience Sheringham:

The Christmas promotion of Sheringham went well and it is really encouraging a significant uplift in visitors to the website in the new year. With 2,600 users of the website in the last 28 days.

2024 EVENTS SCHEDULE

We are actively working on getting a 2024 events schedule together. The North Norfolk Railway has just released their 2024 event dates to us. The situation on the carnival front is less clear, although the Viking Festival is still planned to go ahead on Saturday 6th April having spoken the Colin Seal last night.

NETWORKING MEETINGS

The Chamber / Experience Sheringham are planning to have an open business networking event (hopefully hosted at the Theatre Hub) in March, and a follow-up event between the two May Bank holidays (hopefully hosted at Sheringham Museum).

TOWN SIGNAGE IN CAR PARKS

We are aware and have been briefed on the long-term plans for improved town signage, but there is an urgent need for new car park signage by Easter for visitors as they arrive in their cars and also at the train station. The new Town map is ideal for this application. We just need to find a way to make it happen.

Town signage at carparks is a major issue for our members and is part of the first impression of arriving at Sheringham. The district council has recent spent in the region of £10,000 on a poster campaign promoting North Norfolk in London, but when you actually arrive, the follow-through is very poor at the point where the revenue is generated and where it would be in the District Councils interest to increase dwell time. i.e. the car parks. We would like the new town signage in place at these locations before Easter.

Our main car park has this sign as a welcome to Sheringham

Issues:

1. Promotes a location 20 minute drive away
2. No one appears to know whose sign this is, although it was updated last year
3. When in Sheringham you do not need a “road map” on how to find the place or where it sits in Norfolk Norfolk
4. The legends are unreadable at the height the map is set
5. It does nothing to promote or inform visitors about the town or encourage them to spend some time here.



The Cliff Road and car park behind Morris Street have the following sign

It is totally out of date, possibly by 10 to 15 years (note the condition of posts)

Has the old community Centre on it

Has the old location of the museum, no mention of the new museum

Has the Splash Centre on it

Has the police station on it

Has the tourist information centre on it

Does not have the east prom toilets on it

Fire Station is in wrong place

Needs to have a link through the Experience Sheringham website for more information



The Town sign on the Morris Street Car Park is peeling deteriorating quite badly



The Coopers car park has no town signage at all



The market on Wednesday and Thursday needs new signage e.g.



Markets are here every
WEDNESDAY and
SATURDAY from 6am.
in the Blue Area.

the garden Thursda
*Except in the winter months

Kind regards
Paul Richmond

On behalf of Experience Sheringham
Part of Sheringham Chamber of Trade and Commerce

Recommendation:

The out-of-date signs are replaced as a matter of priority with the available up-to-date map of Sheringham. With the permission of NNDC, this task could be undertaken by either STC, NNDC or volunteers

Cllr. Peter Ratcliffe
Tuesday 11th January 2024

**OUTSIDE REPRESENTATIVE REPORT – SHERINGHAM IN BLOOM
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 16TH JANUARY 2024)**

On Thursday 11th January I attended a Sheringham in Bloom Committee meeting, chair, Mr Mike Clayton.

The committee heard that the group is working well, with the current volunteer group tending to a wide range of planted areas across the town including:

Otterndorf Green
Sheringham Surgery
The Boat Cromer Road
Community Centre
Wymondham Street
Opposite Priory Maze
The Roundabout
Planters across the town

There is significant work in maintaining all these areas, and consideration given to the most appropriate planting for the overall aesthetic, the longevity of the display, and drought tolerance amongst other factors.

A focus was the installation of a 'living wall' on the RNLI Sheringham lifeboat house to mark the RNLI's 200th anniversary.

The committee agreed it would submit a new grant application to Sheringham Town Council in April

Cllr. Peter Ratcliffe
Thursday 11th January 2024

TOWN MAYORS' ANNOUNCEMENTS FOR FULL COUNCIL MEETING TUESDAY 16th JANUARY 2024

With the Christmas and New Year period, there is no relevant activity to report.

Councillor Peter Ratcliffe
Chair and Mayor of Sheringham Town Council
Tuesday 11th January 2024

CLERKS REPORT JANUARY 2024

The last Clerks report was compiled for the meeting on the 19th of December, with the Office closed from 22nd to 2nd January and leave until the 8th January, there is very little to report today.

Highways

I have tasked the Maintenance Assistant in helping with collation with the report for Highways and the visit planned for 5th February, he will be undertaking a 3-day review across Sheringham and obtain details so that a comprehensive report can be sent across. It is recognised that the potholes near the top common, under the railway bridge and Curtis Lane need urgent attention.

If Councillors have any pictures and descriptions of problems, please email

Kieran.nixon@sheringhamtowncouncil.gov.uk

CCTV

We found earlier this week there was some CCTV outage at Creativity Corner and the front, this was found to be an error when the Christmas lights were switched off, this was quickly rectified by Cllr Kime – Thank you for your quick response and action.

COMMUNITY CENTRE

The roof repairs have now been completed via RG Carters and under warranty. This was following some great detective work by the Officers and Senior Caretaker.

All hirers have returned, including adult education. We also have new fitness class hirers and additional weekend full day bookings. The online booking system is working well.

Hopefully I will have more to update on next month, I would also give advance notice that I will be on leave from 29th February to 18th March.