



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 Shepherd, Cllr Ashcroft, Cllr Dorey, Cllr Langsdon, Cllr Bailey, Cllr Morris, Cllr Stubbs, & Cllr Kime

In Attendance: 0 members of the public
 2 Officers – Mel Ashcroft & Treena Paul

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/FC/1	APOLOGIES	
	Cllr Peggall & Worboys – Personal, Cllr Heinink - Business IT WAS RESOLVED that the apologies be accepted.	Proposed: RS Seconded: SB All in favour
2024/FC/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors.	
2024/FC/3	APPROVAL OF MINUTES	
	IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 19 th December 2023.	Proposed: SB Seconded: IK 9 in favour 1 abstention

	<p>Cllr Dorey made a request on behalf of Cllr Worboys relating to retention of the recording of the meeting dated 19th December, it was agreed that the Clerk would review the retention policy in this regard.</p> <p><i>The retention policy item 19 confirms that the recording of a meeting will be retained until the minutes are formally signed. The recording will be deleted at this stage unless the Clerk and Chair deem it necessary to retain. There is no provision for an individual Councillor to make this request or decision.</i></p> <p><i>Minute reference 2024/FC/3 confirms the formal signing of the minutes of the meeting dated 19th December 2023 and these are the true record of the meeting. Clerk</i></p>	
2024/FC/4	OPEN MEETING	
	0 members of the Public Present	
2024/FC/5	EXCLUSION OF PRESS AND PUBLIC	
	<p>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 6C & 17 be held in 3D due to confidential staff matters and commercially sensitive contents which required exclusion of the press or public.</p>	<p>Proposed: RS Seconded: IK All in favour</p>
2024/FC/6	COMMITTEE, WORKING GROUPS AND TASK & FINISH GROUPS	
	<p>A -IT WAS RESOLVED Council noted and agreed the recommendations made in the Community & Climate Committee Meeting held on 9th January 2023</p> <p>B -IT WAS RESOLVED Council noted and agreed the recommendation made in the the Alleyway Naming Task and Finish Group meeting held on 4th January 2024</p> <p>C – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report</p> <p>D - IT WAS RESOLVED Council noted and agreed Council the recommendations made in the Wayfinding Task and finish group report</p> <p>E - IT WAS RESOLVED Council noted and agreed the recommendations made in the Pavilion task and finish group notes</p> <p>F - IT WAS RESOLVED - Council noted and agreed the recommendations made in the SCAP and finish group report</p>	<p>Proposed: ML Seconded: IK all in favour</p> <p>Proposed: SB Seconded: RS All in favour</p> <p>See 2023/fc/220.</p> <p>Proposed: PR Seconded: CM All in favour</p> <p>E - F Proposed: PR Seconded: SB All in favour</p>

	<p>G - IT WAS RESOLVED Council noted and agreed the verbal update made by the Events working group report.</p> <p>H – IT WAS RESOLVED Council noted and agreed the verbal update from the Barclays Banking Hub task and finish Group</p> <p>I – IT WAS RESOLVED Council noted and agreed the verbal update from the Meadowlands burial task and finish group. Cllr Dorey asked that the continued cutting of the Meadowland burial area be taken to the next Assets Committee.</p> <p>J – IT WAS RESOLVED Council agreed to the creation of a telephone boxes task and finish group, with members Cllr Morris, Cllr Langsdon and Coopted member Cllr Beazley – reporting to the Community & Climate Committee.</p> <p>K – IT WAS RESOLVED Council agreed to the creation of a community awards scheme task and finish group, with members Cllr Brisbane, Cllr Langsdon and Coopted member Cllr Beazley – reporting to Full Council</p> <p>L – IT WAS RESOLVED Council reviewed membership of all working & task and finish groups – Remove Pedestrian Measures – (is part of Parking and Road Safety WG) Cllr Ratcliffe withdrew from the CT2, Barclays Banking Hub, Market and Parking & Road Safety groups. There was an action for Cllr Ratcliffe to contact NCC ref the brown signs report. Cllr Bailey joined the CT2 working Group. Cllr Langsdon joined the Alleyway naming task and finish group. Cllr Brisbane asked that it be noted that they were lead of the Alleyway naming Task and finish group.</p>	<p>Proposed: PR Seconded: SB All in favour</p> <p>Proposed: PB Seconded: JS All in favour</p> <p>Proposed: SB Seconded: RS All in favour</p> <p>Proposed: MA Seconded: PR All in favour</p> <p>Proposed: SB Seconded: ML All in favour</p> <p>Proposed: PR Seconded: JS All in favour PR</p>
2024/FC/7	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS	
	<p>A - IT WAS RESOLVED Council noted and received a report from District Cllrs Heinink, Bailey & Withington</p> <p>B – IT WAS RESOLVED Council noted and received a report from County Cllr Judy Oliver.</p>	<p>Proposed: PB Seconded: MA All in favour</p>
2024/FC/8	SHERINGHAM BEAT MANAGER UPDATE	
	IT WAS RESOLVED Council noted and received a verbal report from Beat Manager PC Jack Houghton.	<p>Proposed: RS Seconded: IK All in favour</p>
2024/FC/9	FINANCE & ACCOUNTS	

A - IT WAS RESOLVED that Council approved the invoices for payment –

A – E

January 2024

INVOICES

Company	Invoice No.	Date	Amount	Description	Power of Spen
LogoWear Ltd.	32508	14.12.2023	£393.36	Workwear with logo	LG Act
Clearview	22852	14.12.2023	£749.23	CCTV Repairs (PO#18)	Crime
Anglian Mowers	56160	18.12.2023	£161.51	Stiga Multiclip Pro H - Service	Open
Anglian Mowers	56161	18.12.2023	£161.51	Stiga Multiclip Pro SXH - Service	Open
Anglian Drainage Ltd.	3432	17.10.2023	£180.00	Community Centre Drainage Investigation	LG Act
Notice Board Company (UK) Ltd.	21361	15.12.2023	£1,782.00	Notice Board for Community Centre	LG Act
S D Simmons		30.12.2023	£120.00	TC & Bus Shelter Cleaning	LG Act
Karl Harper	858	19.12.2023	£250.00	Grave Digging	Section
A H Plumbing	3573	19.12.2023	£129.38	Toilet Repairs Community Centre	LG Act
Grenke	0000040390/2024	20.12.2023	£509.98	Photocopier Lease	LG Act
Malcolm Abbs Ltd.	2455	06.12.2023	£7,775.25	Phase 2 Bench Installation	Open
Clearview	22950	22.12.2023	£675.00	CCTV Maintenance Contract	Crime
Fuzion Systems	1573	01.01.2024	£62.40	CCTV & Lift Phone	LG Act
IT Norwich	INV-13526	31.12.2023	£1,045.12	IT & Telephony Management Package	LG Act
IT Norwich	INV-13562	31.12.2023	£56.33	IT Support	LG Act
Pats Wooden Crafts	305	03.01.2024	£150.00	Memorial Plaques for Benches	Open
Ray Tuttle Lift Services Ltd.	R9557/LOR	05.01.2024	£118.91	6 Monthly LOLR Lift Inspection	LG Act
Blyth & Wright	737845	31.12.2024	£72.48	Various sundries for Maintenance Team	Open
Starboard Systems	INV-4962	27.12.2023	£504.00	Scribe Booking Software Renewal	LG Act
SMG	16547	30.11.2023	£3,862.30	RIBA Stages 0-2 & 3 BH Putting Green	Open
Working Law	98903	08.01.2024	£175.00	Professional Fees	Emplo Relat
Clearview	22434	02.11.2023	£675.00	Maintenance Contract 01.11-30.11.2023	Crime
Clearview	22950	22.12.2023	£675.00	Maintenance Contract 01.12-31.12.2023	Crime
			£20,283.76		

Proposed: MA
Seconded: PB
all in favour

Clerk

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

January 2024

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

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

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

January 2024

Debit CARD PAYMENTS

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

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
CURRENT ACCOUNT (PRECEPT & INCOME)		£106,658.36		As at 10.
CC, MEMORIALS ETC		£1,717.50		As at 10.
TOTAL				
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 14.
NSI INVESTMENT	SURPLUS	£125,000		On Asset
NSI INTEREST	SURPLUS		£39,810	As at 05.
CCLA	SURPLUS	£200,000	£4,718.06	As at 03. Monthly 5%
TOTAL				
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,100.59		As at 02.
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,138.47	As at 18 rolling M month - (18.01.24
BARCLAYS TREASURY DEPOSIT	CAPITAL	£400,000	6074.3	6 Month (2.98%)
TOTAL				
COMMUNITY (SCAP & SWWG)	N/A	£4,275.71		SCAP £4 at 01.12.

2024/FC/10

SHERINGHAM NO OLD CALLING ZONE

A - IT WAS RESOLVED Subject to further investigation and consultation Sheringham Town Council to apply to Norfolk County Council for the town of Sheringham to become a no cold calling zone (JS)
B - IT WAS RESOLVED Council agreed Cllr Stubbs as a Cold Calling Community Champion (JS)
C - IT WAS RESOLVED Once registered, STC to erect signs, distribute advice packs to residents and door stickers (Provided by NCC)

Proposed: JS
 Seconded: RS
 all in favour

2024/FC/11

PROJECT OFFICER UPDATE

IT WAS RESOLVED Council reviewed and formally approved the Streetlighting layout at the Weybourne Road Development

Proposed: IK
 Seconded: CM
 all in favour

2024/FC/12

APPROVAL OF STREET LIGHTING LAYOUT WEYBOURNE ROAD

IT WAS RESOLVED to approve the streetlighting layout at Weybourne Road

Proposed: IK
 Seconded: PB
 All in favour

2024/FC/13

FREEDOM OF SHERINGHAM

IT WAS RESOLVED Council agreed as part of the national RNLI Celebration to award RNLI Sheringham the Freedom of Sheringham

Proposed: JD
 Seconded: JS
 All in favour

2024/FC/14

OUTSIDE REPRESENTATIVE MEETING REPORTS

A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative (PR)

A - C
 Proposed: RS
 Seconded: SB
 All in favour

	B - IT WAS RESOLVED Council received and noted a report from the Experience Sheringham Group representative C - IT WAS RESOLVED Council received and noted a report from the Sheringham in Bloom Representative	
2024/FC/15	MAYOR & CLERKS REPORTS	
	A – IT WAS RESOLVED Council to note and receive the Mayors Announcements B – IT WAS RESOLVED Council to note and receive the Clerks report C – IT WAS RESOLVED Council agreed to the use of Beeston Common for the Viking festival on Saturday April 6 th (subject to condition of Common)	Proposed: PB Seconded: MA All in favour
2024/FC/16	CORRESPONDENCE	
3D Opened. Prop – IK Sec – RS All in favour	IT WAS RESOLVED that Council noted the correspondence	Proposed: IK Seconded: MA All in favour
2024/FC/17	GRANTS AND FUNDING ASSISTANT	
	A - IT WAS RESOLVED approved the recruitment on a temporary 3-month basis of a Grants and Funding Assistant The Chair requested that it be minute that this meeting will be the last time the matter of the grants relating to the streetlights should be raised.	Proposed: PR Seconded: IK 9 in favour 1 Against
2024/FC/18	ITEM 6C – MORLEY HILL	
	IT WAS RESOLVED that council noted and agreed the update report provided by Cllr Ratcliffe 3d closed – Proposed – IK, Seconded - RS all in favour	Proposed: RS Seconded: MA All in favour
2024/FC/19	DATE OF NEXT MEETING	
	Tuesday 20 TH February 2023 at 7:00pm	

The meeting closed at 20:38pm

Signed by the Chair: Date:



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An ORDINARY MEETING of the FINANCE & GOVERNANCE COMMITTEE was held on Thursday 8th February 2024 at 7pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Bailey
 Councillors: Cllr Kime, Cllr Ratcliffe, Cllr Langsdon & Cllr Brisbane
 In Attendance: Treena Paul Projects and Finance Assistant
 0 member of the public
 Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/FG/001	APOLOGIES	
	Cllr Ashcroft - Personal	
2024/FG/002	DECLARATIONS OF INTEREST and DISPENSATIONS	
	The Clerk noted that dispensation requests had been received and agreed for Councillors in attendance.	
2024/FG/003	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED the minutes of the Finance & Governance Meeting Committee meeting held on 24 th October 2023 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: PR Seconded: IK 3 in favour 2 abstentions
	IT WAS RESOLVED the minutes of the Budget setting meeting held on 23 rd November 2023 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: PB Seconded: ML 4 in favour 1 abstention
2024/FG/004	OPEN MEETING	

	No public submissions received.	
2024/FG/005	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 no matters to be heard which would exclude the public.	
2024/FG/006	FINANCE and ACCOUNTS	
	<p>A – IT WAS RESOLVED that the Chair signed the Bank reconciliations.</p> <p>B – IT WAS RECOMMENDED Committee noted the current summary of Investments and Accounts.</p> <p>C – IT WAS RECOMMENDED Committee noted that £400,000 has been invested from Capital into the CCLA account, this was after the 6-month treasury deposit maturity with interest earned £6074.30.</p> <p>D – IT WAS RECOMMENDED Committee noted that the interest earned has been transferred to the Community account on the agreement with PB.</p> <p>E – IT WAS RECOMMENDED Committee noted the Budget v Actual report and receive a verbal update on the forecasted surplus/deficit.</p>	<p>A - D Proposed: PB Seconded: PR All in favour</p> <p>Proposed: PB Seconded: ML All in favour</p>
2024/FG/007	PRECEPT 2024 - 25	
	IT WAS RECOMMENDED Committee noted the precept notice and supporting narrative has been issued to and accepted by NNDC.	Proposed: PR Seconded: SB All in favour
2024/FG/008	TERMS OF REFERENCE	
	<p>MOTION WITHDRAWN</p> <p>It is minuted that it remains unclear at what stage TORs are brought to F & G, but that the documents will return to their parent committee.</p>	
2024/FG/009	GOVERNANCE POLICIES AND PROCEDURES	
	<p>MOTION WITHDRAWN</p> <p>It is minuted that the policy “sign off” review has not taken place (2023/FG/65), PB will assist MA & SB in the project and bring to the next meeting.</p>	PB, SB & MA
2024/FG/010	INTERNAL AUDITOR 6 MONTH REPORT	
	IT WAS RECOMMENDED Committee considered the external auditors report and minuted the consideration of their comments	Proposed: PR Seconded: ML All in favour

2024/FG/0 11	BUDGET 2024/25	
	MOTION WITHDRAWN It is minuted that an update was not available for 2023/FG/62 but the amended document and explanatory paragraph created by committee members will be brought to a later meeting.	
2024/FG/0 12	ANNUAL PARISH MEETING PREPARATION	
	IT WAS RECOMMENDED Committee discussed contents of presentation, predicted questions and visual displays in readiness for the APM.	Proposed: PR Seconded: ML All in favour
2024/FG/0 13	DATE OF NEXT MEETING	
	Ordinary Finance & Governance Meeting 11 th April at 7pm	

The meeting closed at 19:50

Chair

Date:

DRAFT



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A MEETING of the ASSETS COMMITTEE was held on Tuesday 13th February at 7.00pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Stubbs

Councillors: Cllr Worboys, Cllr Dorey, Cllr Kime, Cllr Langsdon, Cllr Ashcroft, Cllr Ratcliffe, Cllr Brisbane.

In Attendance: Officers: Mel Ashcroft & Treena Paul. Honorary Warden – Francis Farrow

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/AC/001	APOLOGIES	
	Cllr Shepherd - Personal	Proposed: TW Seconded: PR. all in favour
2024/AC/002	DECLARATIONS OF INTEREST and DISPENSATIONS	
	Cllr Worboys - Allotment holder Cllr Ashcroft – related to Officer. It was noted The Clerk has received and approved dispensations for all Councillors in attendance.	
2024/AC/003	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED that the minutes of the Assets Committee meeting of 05.12.23 be approved as a true and accurate record of the meeting and be signed by the Chair.	Proposed: JS Seconded: PR all in favour
2024/AC/004	OPEN MEETING	
	0 members of the public in attendance	

2024/AC/005	EXCLUSION OF PRESS AND PUBLIC	
	<p>Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972</p> <p>It was resolved NIL items to be heard in 3D as they are deemed commercially sensitive</p>	
2024/AC/006	PROJECT OFFICER REPORT	
	A - IT WAS RECOMMENDED Committee reviewed and noted the report provided by the Assets, Burials & Projects Officer which contains general project feedback and updates	Proposed: ML Seconded: IK All in favour
2024/AC/007	VERGES	
	<p>A - IT WAS RECOMMENDED Committee reviewed and noted the costs provided by the Project Officer of delivering the verges contract, feedback from NCC re remuneration and external Contractor's potential costs and deferred the matter to the March 19th Full Council meeting.</p> <p>It is minuted that the calculation of STC cost should account for staff and petrol costs, and additionally maintenance, servicing, and depreciation.</p> <p>Matters B, C & D on hold pending above.</p>	Proposed: JS Seconded: SB All in favour Project Officer
2024/AC/008	BEESTON COMMONS	
	<p>A - IT WAS RECOMMENDED Committee noted a report from the Beeston Commons Honorary Warden</p> <p>B – IT WAS RECOMMENDED Committee noted that the winter works will commence on 12th February and will be undertaken by Legacy.</p> <p>C – IT WAS RECOMMENDED: Committee noted the guidelines on the management of Dew Ponds and agree that these will be implemented from August & September 2024, estimates to be obtained from Contractors for remedial works and an biannual cost be added to the budget</p>	Proposed: TW Seconded: SB all in favour
2024/AC/009	COMMUNITY CENTRE	
	<p>A - IT WAS RECOMMENDED Committee approved and recommended that the Clerk and Chair of Assets review safety provision at the Community Centre, with a risk assessment and feasibility study undertaken, supported by a clear budget and brought to the next assets meeting.</p> <p>B & D Removed</p>	Proposed: PR Seconded: MA all in favour

	<p>C - IT WAS RECOMMENDED Committee discussed and recommended actions to be taken in relation to the management of the Holly Hedge at the Community Centre, none immediately but routine maintenance should be undertaken.</p> <p>It is minuted that the Clerk raised that NCC had asked for the hedge to be lowered for security reasons in preparation for the fitting of electric charging points. This had been discussed with PC Jack Houghton previously and was revisited in a meeting to discuss security at the CC. The hedge precludes a view of the car park from Holway Road, and lowering would have assisted with visibility of staff and visitors.</p> <p>It is minuted that Honorary Warden advised that the lowering of the hedge would not cause detriment to the hedge but agreed with Councillors in their concerns re the effect on wildlife/birds.</p>	<p>Proposed: JD Seconded: JS all in favour</p>
2024/AC/010	KEYS & SECURITY	
	<p>IT WAS RECOMMENDED Committee recommended that Officers undertake a review of key management (All including vehicles) and bring a standard operating procedure to the next assets meeting.</p> <p>It is minuted that Cllr Worboys requested a consideration for security at the Allotment site and in particular the locking of gates at periods deemed a high risk of illegal encampment.</p>	<p>Proposed: JS Seconded: TW all in favour</p>
2024/AC/011	CEMETERY, EXTENSION AND MEMORIALS	
	<p>A - IT WAS RECOMMENDED Committee noted that the feasibility study has been received from CDS it will be reviewed by the Task & finish group and recommendations brought to the March full council meeting.</p> <p>B - IT WAS RECOMMENDED Committee noted and agreed an update report on the Cemetery, including volumes and forecasted numbers.</p> <p>C - IT WAS RECOMMENDED Committee agreed and recommended that in addition to grave digging, a fee be agreed and added by the current contractor for the topping up of graves (best practice) for a minimum of 3 months post burial (Project Officer)</p> <p>D - IT WAS RECOMMENDED Committee agreed and recommended that a quote is obtained to rectify the sunken graves and the relatives of those affected are contacted with the appropriate notice before works.</p> <p>E – REMOVED – WORKS COMPLETE</p>	<p>Proposed: PR Seconded: SB all in favour</p> <p>Proposed: MA Seconded: IK all in favour</p> <p>Proposed: IK Seconded: JD 7 in favour 1 against</p> <p>Proposed: MA Seconded: PR 1 in favour 1 abstention</p>

	<p>It is minuted that Cllr Worboys asked that the works be inspected, and the raised cover rectified.</p> <p>F - MOTION: Committee to recommend that Officers undertake a review into potential bench replacement at the Cemetery and a review of historic records in order to contact owners and a process if this cannot be facilitated.</p>	<p>Proposed: PR Seconded: JS All in favour</p>
2024/AC/012	STREETLIGHTS	
	<p>A - MOTION: Committee to note the update report provided by the Project Officer.</p> <p>B - MOTION: Committee to note the savings made on Electricity charges and Energy use following the installation and transfer of supplier (Project Officer)</p>	<p>Proposed: tbc Seconded: All in favour</p>
2024/AC/013	PUTTING GREENS	
	<p>A - IT WAS RECOMMENDED Committee noted the recommendations made in the Putting Greens Strategy report from the meeting dated 8.2.24</p> <p>B & C removed</p>	<p>Proposed: JS Seconded: IK all in favour</p>
2024/AC/014	SPORTS PAVILLION	
	<p>IT WAS RECOMMENDED Committee noted an update on the Sports Pavilion</p>	<p>Proposed: JD Seconded: PR All in favour</p>
2024/AC/015	ASSETS (LEASES)	
	<p>IT WAS RECOMMENDED Committee agreed for an inspection schedule and process be created by officers and proposed document brought to the next Assets Committee meeting and budgeted accordingly.</p>	<p>Proposed: JS Seconded: MA All in favour</p>
2024/AC/016	HRU	
	<p>A -IT WAS RECOMMENDED Committee agreed for the sum of £5000 be paid to the Sheringham Society to assist with the cost of remedial works identified by the Purslow survey (from rolled over 5-year earmarked reserves)</p> <p>B - IT WAS RECOMMENDED Committee to agree and recommend Hansells are instructed to assist with the renewal of the expired HRU and Shell Museum Lease.</p>	<p>Proposed: MA Seconded: JS 7 in favour 1 abstention</p> <p>Proposed: JS Seconded: PR all in favour</p>

2024/AC/017	FUEL USE ANALYSIS	
	<p>IT WAS RECOMMENDED Committee to note the fuel use analysis and costs report.</p> <p>It is minuted that utilisation data from the vehicles would be of use in conjunction with the report, data from Honorary Warden should also be included.</p>	<p>Proposed: JS Seconded: PR all in favour</p>
2024/AC/018	CCTV	
	<p>IT WAS RECOMMENDED Committee recommended required upgrade to a BT digital fibre connection between CCTV Column at the Clock tower hub and green box at a cost of £1382</p>	<p>Proposed: ML Seconded: IK all in favour</p>
2024/AC/019	GRANTS AND FUNDING ASSISTANT PROGRESS	
	<p>IT WAS RECOMMENDED Committee noted the status report from the temporary Grants and Funding Assistant.</p> <p>It is minuted Cllr Worboys raised a request for funding for the allotments to be undertaken, documentation and a motion was requested. The Clerk updated the Committee that a draft S106 funding request for an allotment contribution had been submitted to the task and finish group for agreement (circa £6k).</p>	<p>Proposed: PR Seconded: MA all in favour</p>
2024/AC/020	DATE OF NEXT MEETING	
	<p>Next meeting Tuesday 9th April 2024 at 7.00 pm at Sheringham Community Centre.</p>	<p>All/Clerk</p>

The meeting closed at 9.05pm

Chair Date:

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 20 th February 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. (Russell Wilson) and will be progressing pre-work to support an eventual planning application for the scheme (but limited success to-date) 2. The Clerk has been requested to engage the STC Grant Funding specialist to support the Wayfinding project with finding suitable grant funds and applications. (PR scheduled to attend Teams meeting w/c 12/02.) 3. 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 –	
<ol style="list-style-type: none"> 1. Pending outcome of planning application and grant funding, request the £30k earmarked for Wayfinding is maintained for a further 6 months, (to end August '24). 	

Record of Events submitted to the office by:	Peter Ratcliffe
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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	N/A – report for FC 20 th February 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	N/A – report for FC 20 th February 2024

Brief Summary of Meeting
<p>Sports Pavilion</p> <ol style="list-style-type: none"> 1. JLM site revisit completed on 12.02.2024. Key/critical actions confirmed. 2. SSA instructed to update the H&S Action Plan 3. SSA to feedback the Document review & amendments to JLM for update – Hirer user manual, Hire Agreement, Terms & Conditions, Health & Safety Policy & Fire Risk Assessment 4. Legionella survey obtained / Water reservoir safety audit obtained (SSA) 5. SSA other actions - Fire safety items, personal license & food hygiene specific 6. STC Task and Finish group to meet and agree recommendation for caretaking resource, 7. Awaiting initial designs from Sports Clubhouses due at February end (Ramp versus lift) 8. Funding opportunities are now underway with STC Grant Funding specialist 9. The asbestos site visit has been completed 10. Allotment water leak at the allotment repaired and water tanks at the cemetery repaired 11. Previously reported concern with Cemetery pavilion of poor ventilation leading to a build-up of fumes from stored fuel and housekeeping issues remain outstanding
Recommendations –
<ol style="list-style-type: none"> 1. Scheduling of Task and Finish Group for discussion re. overall progress/next steps – tbc

Submitted to the office by:	Peter Ratcliffe
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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 20 th February 2024
Members of Group <i>including any co-opted members</i>	Sue Brisbane Ian Davis 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	Meetings on 31/01 –TR/CS/CP/SB/PR/IK and 08/02 – JO/CS/ID/SB/Rhodri Oliver Report for FC Meeting of 20 th February 2024

Brief Summary of Meeting	
<ol style="list-style-type: none"> 1. The completed mural remains in storage and is now scheduled for installation in February/March with an official unveiling/press event of Wednesday 27th March 2. Inventory of remaining stock of (unopened) paint made (paint held at Mo Museum) 3. Work ongoing to arrange merchandise of SCAP products such as T-shirts, etc. 4. Discussion over both meetings as to how to take SCAP forward, and potential to set up SCAP as a limited company, and set up trademark/copyright protection for images, logo, etc. 5. SCAP account balance confirmed with STC Clerk, (£3506.26), and a full SCAP income/expenditure report has been requested 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
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T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group or Working Group	Events – RNLI 200 th Anniversary
Parent Committee	Community and Climate
Date & Time of Meeting –	Report for FC meeting of 20 th February 2024
Members of Group <i>including any co-opted members</i>	Madeleine Ashcroft (Lead) Phil Bailey Sue Brisbane Ian Kime Peter Ratcliffe Jeremy Stubbs
In Attendance	N/A – update for FC of 20 th February 2024

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. Through a working group made up of various stakeholders and other interested parties, Brian Farrow continues to lead the organisation of events to mark the RNLI 200th Anniversary 2. The STC focus is on: <ol style="list-style-type: none"> a. Award of the Freedom of Sheringham to RNLI Sheringham b. Support for a Poetry Competition 3. The Freedom of Sheringham of Sheringham scroll wording is pending approval (within the membership of the Events Task and Finish Group) before being printed and framed. It will be presented at a service at St. Peter’s Church at 7 pm on Saturday 2nd March 4. The format of the poetry competition has been resolved by Cllr. Pegnall, (working in conjunction with RNLI Sheringham crew member, Mr Stephen Banks). The competition will promote participation from school-age children and adults with Waterstones vouchers as prizes for competition winners. Cllr. Pegnall has arranged for an internationally famous poet to be the final judge. The group request is that STC fund the promotion of the event, (production of flyers and printing costs), the prize vouchers and an award event at a local venue. The total cost will be no more than £400 and paid for from the previously agreed £2000 support for the anniversary celebrations. All expenses will be supported by appropriate invoices.
Recommendations –
<ol style="list-style-type: none"> 1. Council agrees that from the agreed budget for the RNLI 200th Anniversary celebrations, £400 is used to support the promotion, prizes and award event of a poetry competition.

Record of Events submitted to the office by:	Peter Ratcliffe
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T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	CT2 Money
Parent Committee	F & G Committee
Date of Meeting	6 th February 2024 at 1:30pm Teams Meeting
Members of Group <i>including any co-opted members</i>	Cllr Langsdon Cllr Bailey Cllr Stubbs Cllr Ashcroft Town Clerk Sarah Peberday
In Attendance	Cllr Langsdon Cllr Bailey Cllr Ashcroft Town Clerk Sarah Peberday

Brief Summary of Meeting

The meeting discussed the current situation, including:

1. S106 monies have not yet been collected by NNDC. Apparently, the developers wish to make the payments. Further information on the situation should be available from Haley Cawthorne, the NNDC NNDC Section 106 and Infrastructure Levy Officer who has been off sick.
2. Funds have been pre-allocated for certain purposes and STC can apply for such payments using forms downloadable from the NNDC website. The Town Clerk has begun the process of completing the forms for such 'proactive' payments. It had been agreed that councillors from the T & F group would assist with form completion and submission.
3. In addition to applications for pre-allocated funds, STC can apply via email for 'reactive' funds for projects.

Recommendations –

1. Cllr Bailey to contact Haley Cawthorne or other S106 staff at NNDC to enquire about NNDC collection of S106 monies.
2. The Town Clerk to complete forms for proactive funds and circulate to T & F group members who would offer feedback and assist with completion.
3. T & F group would work with the Town Clerk to develop an email application for reactive funds.

Submitted to the office by:	Cllr Langsdon
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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	23.01.24
Members of Group <i>including any co-opted members</i>	Cllr. Brisbane, Cllr. Langsdon, Cllr. Pegnall, Cllr. Ratcliffe
In Attendance	Cllrs. Brisbane, Langsdon, Pegnall

Brief Summary of Meeting
<p>Documents were received that establish who owns the walls either side of the alleyway – thanks to the Office for this action.</p> <p>It was noted that Olive Edis is buried in Sheringham Cemetery.</p> <p>Next steps (already approved by Council):</p> <ol style="list-style-type: none"> 1. 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. 2. If agreement is given by owners of the wall, the Office to progress the application to name the alleyway with NNDC. 3. All Cllrs in 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 e.g. NUA, Sheringham Little Theatre.
Recommendations
<ol style="list-style-type: none"> 1. Lisa Little of Sheringham Museum be co-opted onto the Alleyway Naming Task and Finish Group. 2. Cllr. Brisbane to contact NNDC regarding obtaining a Lawful Development Certificate. 3. Group to investigate the possibility of acquiring Blue Plaque status for Olive Edis' home in South Street.

Submitted to the office by:	Cllr. Brisbane
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T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Putting Greens Strategy
Parent Committee	Full Council
Date of Meeting	8 th February 2024
Members of Group <i>including any co-opted members</i>	Peter Ratcliffe Jeremy Stubbs Ian Kime Sue Brisbane Tony Worboys Jon Dorey
In Attendance	Sarah Peberday (Clerk) Mel Ashcroft (Project Officer) Jon Dorey Peter Ratcliffe Ian Kime Jeremy Stubbs

Brief Summary of Meeting

1. Foundations

- a. An email was received from John Plummer (Structural Engineer) – via Contractor Malcolm Abbs was reviewed.
- b. It was recommended that Officer contact Malcom Abbs and request that the report be reviewed, and concentration be made as to the foundations required for the shipping container and not an alternative structure. This request would include understanding of the most suitable foundations for the current planned location or alternatives (Screw piles). With a request for calculations to be included in the report which have led to the recommendations made.
- c. Malcolm Abbs and John Plummer be asked to provide an overall quotation for the recommended foundation works.
- d. Understand via an onsite meeting with John Plummer as to any alternative siting that may be considered.
- e. Mel Ashcroft to contact NNDC Planning to understand limitations to current planning permission.

2. Building

- a. It was recommended that the building be requoted with the final spec of the basic kitchen provision but with the layout in accordance with the advice provided by Ben Stubbs. This would be subject to FC agreement once the quote is obtained.
- b. Strip lights and external sockets to be included.

3. EOI

- a. Document amended in agreement with those in attendance.

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T&F Group and Working Group Record and Recommendations

4. Gabions
 - a. It was agreed by those in attendance to continue to have gabions as part of the design, with consideration for reducing the profiling. Sizing and specification to be reviewed at a later meeting.
5. Greens
 - a. Spring works are imminently required, JD to make contact with a potential Contractor.
 - b. PR asked that a previous contractor be contacted and invited to re-quote (exact specification to be clarified).
6. Next meeting TBC

Recommendations –

1. To note and agree the meeting summary above.
2. To agree recommendations made in matters 1 - 5.

Submitted to the office by:	Sarah Peberday (Clerk)
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STC Working Group / Task & Finish Group Memberships at 16th Jan 24 - Minute Ref 2024/FC/6

Group Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Name of Working Group	Putting Greens Strategy	Morley Hill (Working Group)	Events	Parking & Road Safety	Barclays /Banking Hub	Pavilion Survey	Wayfinding	CT2 Money	SCAP	Market	Alleyway Naming	Telephone Boxes	Community Awards	Meadowland Burial
Parent Committee	Full Council	Full Council	Community & Climate	Full Council	Full Council	Assets	Full Council	F and G	Community & Climate	F and G	Full Council	Community & Climate	Full Council	Full Council
Group Size	6	6	6	3	5	5	7	3	5	4	3	4		4
Lead		Ratcliffe	Ashcroft	Bailey		Ratcliffe	Ratcliffe	Langsdon	Ratcliffe		Brisbane			
Councillor	Brisbane	Ashcroft	Bailey	Langsdon	Heinink	Shepherd	Dorey	Ashcroft	Brisbane	Bailey	Ratcliffe	Morris	Brisbane	Ashcroft
Councillor	Dorey	Dorey	Brisbane	Dorey	Stubbs	Kime	Vacant	Stubbs	Kime	Morris	Peggnall	Langsdon	Langsdon	Langsdon
Councillor	Kime	Worboys	Kime	Heinink	Langsdon	Co-op Sanders	Co-op Austin	Bailey	Co-op Oliver	Shepherd	Langsdon	Co-opt Beazley	Co-opt Beazley	Brisbane
Councillor	Ratcliffe	Co-op Farrow	Ratcliffe	Morris	Peggnall	Co-op McClaren	Co-op Roseby		Co-Op Seal					
Councillor	Stubbs	Co-op Padfield	Stubbs	Shepherd			Co-op Duxbury		Co-Op Reid					
Councillor	Worboys			Stubbs			Co-op Withington							

Sheringham District Cllrs Team Report

Welcome to the Sheringham District Councillors Team report for February 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 the engineering survey has been completed. A work plan is being established and a procurement process in place. It is hoped work will start as soon as possible Signage is in place

Sheringham District Cllrs Team Report

indicating where the nearest toilets are and liaison has taken place with the RNLI in regard to access to the Lifeboat Station.

.Sheringham Play Parks

Cooper Road Requests for volunteers for a Cooper Road Active Space Community Group has gone out and is being established. A new constitution will be developed shortly and then plans and the community engagement can be considered prior to seeking funding. Anyone who would like to be a community



member of this group and has enthusiasm, skills or relevant knowledge is encouraged to be part of this. Please contact Cllr Colin Heinink: colin.heinink@north-norfolk.gov.uk

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.

As part of the procurement process schemes are also being developed by companies offering similar materials for the site for comparison and best value.



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

Sheringham Market –

The start of the year is always a quiet one for traders and the markets team, however much work has been completed to secure extra traders for Sheringham Market with five new applications being submitted already this year. We have also planned 4 more themed 'bolt on' markets for Sheringham on a Saturday this year, with discussions on-going about including these on a Wednesday too. Unfortunately Cromer currently has no traders and we are working on how best to increase this or change how we focus our efforts here.

A new Seasonal Markets & Seafront Inspector is being recruited ahead of the season. This post will run from mid-March to November and support with all markets and seafront activities, including beach hut changeovers on a weekly basis.

Sheringham Little Theatre

Cllr Withington and the Economic Growth Team along with Assets have been supporting Sheringham Little Theatre with REPF funding application to revitalise the backstage area. This has also involved supporting the Theatre to reduce energy consumption through improvements to first floor fenestration and poorly insulated walls, as well as old inefficient stage doors and emergency exits. This will also encourage community use, increase opportunities for a broader range of shows and increase longer-term sustainability. As a result, this has enabled an application to LEP which has also been aided and supported by the Economic Growth Team

Britten Sinfonia opportunities in Sheringham with Sheringham Healthier Sheringham Partners Playing For Cake

The Economic Growth and Culture team are working with Britten Sinfonia to deliver orchestral activity in Cromer/Sheringham, Fakenham and Holt before 31st March 2024. Possible pilot activity to attract more funding for 2024-25. This collaboration will be with Healthier Sheringham partners Playing For Cake among others being confirmed. This work has come out of the North Walsham HAZ Project seen in the photo



Sheringham Age Friendly Community Pilot

North Norfolk Health and Wellbeing Board and Partnership.

Following the adoption of the North Norfolk Health and Wellbeing Partnership Strategy and action plan 2023-2026, the partnership, with North Norfolk District Council, have successfully aligned with the UK Network of Age Friendly Communities.

Sheringham District Cllrs Team Report

Guided by the Age Friendly Communities framework's eight domains of healthy ageing and a partnership agreed delivery model, Age Friendly North Norfolk will be partnering with Healthier Sheringham and piloting in Sheringham, with the scheme launching at **'Sheringham Helps 2024' on the 17th February.**

The aim is to take learning from this pilot to be able to roll this scheme out further across the district. Successful delivery will be dependent on harnessing the capacity of local organisations and businesses and the wider community. The partnership will also seek to lever in funding to deliver the priorities determined by our communities.

There is also an opportunity to contribute to **the Anti Ageing Action Day on the 20th March 2024** which is a chance for everyone to do something to change the narrative about ageing, the Partnership will be running a photographic competition with the theme of positive images of ageing. Further details will be available shortly.

Find out more about the scheme below

<https://ageing-better.org.uk/uk-network-age-friendly-communities>

Tourism

Visit North Norfolk (VNN) continue to promote collateral that is available to support members in the marketing and promotion of North Norfolk more widely.

The latest 2 videos are:

- **North Norfolk Events Throughout the Year.** This video is being promoted via social media ads, google remarketing and ecomms as part of the annual marketing campaign activity. You can see the video on the VNN home page and on YouTube here: <https://www.youtube.com/watch?v=BxtpQPQX3QY&t=44s>
- **A holiday in North Norfolk will be one you'll never forget.** This video highlights the amazing range of accommodation here in north Norfolk and is being promoted via the Newsquest network; online news brands across the Southeast, London, East, West Midlands and Yorkshire, including media on Newsquest's news brand networks (online, on social and email). VNN will also promote it on social media and ecomms platforms. You can see the video on

Sheringham District Cllrs Team Report

the VNN home page and Youtube here:

<https://www.youtube.com/watch?v=q-LTp8DGBPw&t=36s>

NNDC with VNN have also linked the upcoming (April 1st start) UKSPF business decarbonisation programme with VNN (to be accessed by businesses in the local visitor economy) which has widely promoted this to its members. Information has been shared about the programme and an initial webinar is already planned and being promoted. Experience Sheringham are now also working more closely with VNN and local businesses can benefit greatly for the support both organisations can give.

Cost of Living Crisis

The Household Support Fund is coming to an end and it is anticipated that there will be an increased level of need and crisis across the District. The Council has Financial Inclusion Officers available as well as CAB advisors in the Council 2 days a week. These Officers can support people with income maximisation through welfare benefits, grants, and other income support related schemes, as well as signpost and refer to support with food and energy. They can also refer to the Social Prescribing Team.

Housing

Housing figures to be as part of a Verbal update

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.

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

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

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**

Healthier Sheringham

At the time of going to print over 50 organisations working in Sheringham are booked in. The event will be opened by No Limits Norfolk who will be signing a Welcome and also showing some of their activities during the afternoon.

The Wow Bus and Hear For Norfolk will be there along with Cuppa Care and there is the opportunity for Hearing Aid maintenance.

There are activities for all ages encouraging people to be more active, support mental health and a dementia and carers fair as well. Members of our emergency services will be there including First Responders and the CAP (Community Alcohol Partnership) will be in attendance.

Many organisations last year benefitted greatly from recruiting volunteers.



The morning Networking event will be following up on Healthier Sheringham Training on Recruiting, Training and Retaining volunteers, as well as opportunities for developing environmental networks, Keeping active networks and a creative arts network. All ideas which have come from the partnership. This event will also see the launch event for Age Friendly Communities which is piloting the scheme in Sheringham through Healthier Sheringham.

Healthier Sheringham continues to broaden its partnership and recently Headway who support those with Brain injury from accident, strokes, dementia and brain tumours have come on board and will be looking to widen support in Sheringham. This is also related to the Stroke Association who have also come on board as part of a collaboration. As a result of this collaboration and our links with the Healthy Ageing Alliance- which Healthier Sheringham is a partner in we are engaged in discussions with Every One Active at the Reef in providing suitable activity support for those with Brain injury memory impairment and other neurological conditions such as Parkinsons and MND. This will be either through the extension of current provision or building new support at the Reef and other NNDC Leisure Facilities but also out in communities across the District.

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 advise walkers to use the lower path around the base of the Bump/Hill. NNDC did cut the path back to improve access.

Green Flag Spaces and Pretty Corner

The Countryside team are coming across significant losses within our woodlands which they believe have been caused by the very hot summer we had in 2022. This has required a lot of extra tree works to take place this winter, both by the team themselves and our contractor MJ Tree Services. You may see trees numbered which will need to be removed for safety reasons.

The circular bench at the Viewing point at Pretty corner has been removed so that repairs can be made. Over time it has become rotten in places and was no longer safer. It will be returned once it has been repaired by the original maker.

Sheringham District Cllrs Team Report

Christmas events were well supported with 310 people attending the three trails – including 40 dogs who came to visit Father Christmas as part of our inaugural Santa Paws event.

The annual reviews for our three Green Flag sites, which are submitted to Keep Britain Tidy each January as our application, were all successfully completed on time. This year we will be judged at Holt Country Park and mystery shopped at Pretty Corner (Sheringham) and Sadlers Wood (North Walsham). Announcements of results usual take place in July. What is important with these applications is that continuous improvements need to be made. At Pretty Corner a longer circular walk has been introduced over the last year and als the Community Nursery has been established with Muddy Boots volunteers on the Picnic Site field off Holway Road.

Find out more about Muddy Boots here - <https://www.north-norfolk.gov.uk/tasks/your-community/find-out-about-volunteering-opportunities/>

Beaches/RNLI

It has been agreed to bring our lifeguard season in line with the majority of the country, with main season beaches starting on May 25th and peak season to start on July 6th this year. This will mean the West Beach Station will commence a couple of weeks later than previously. The East Beach Station has always been in July so there is no change here

Blue Flag Beaches

All six applications have been submitted to Keep Britain Tidy for our beaches, and this year NNDC have applied for four Blue Flags (the welcome return of East Runton because of improved water quality) and two Seaside Awards. We now await the announcement as to whether these Blue Flags are awarded.

NNDC continue to hold Anglia Water to account regarding sewage dispersal into our waterways. Both our inland waters and unique chalk streams and the coastline. There was a sewage outflow in January in West Runton.

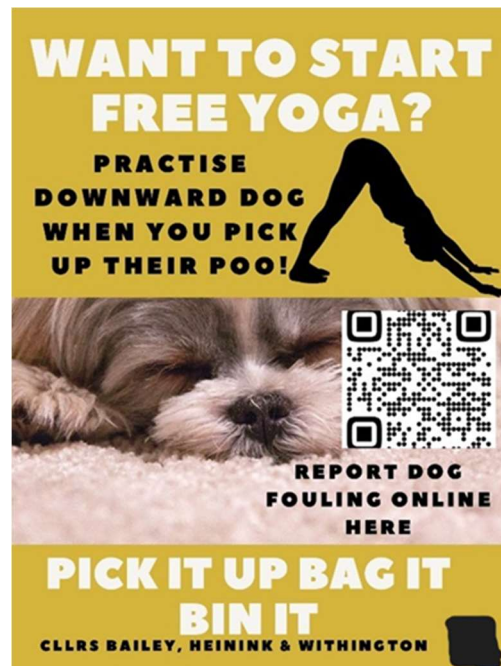
There has also been recently reports in the press because of an FOI to the Environment Agency that there are 7000 emergency overflows. These are in addition to the CSO which government and Anglia Water have stated are all now monitored. These emergency overflows are not monitored. From the EA map there appear to be several along our coastline. As NNDC Cllrs we will be asking for clarity on this in regard to Anglia Water Emergency Overflows in our area.

It is also not agreed by the Environment Agency that sewage found in locations which have lost their Blue Flags is as a result of seal and bird defecation. Recently the

Sheringham District Cllrs Team Report

Environment Agency have now obtained SEAL DNA, which was not previously available to test against the sewage. However, it is thought this is unlikely to be the cause.

Dog Fouling Campaign



We have had reports of dog fouling in the Greenland's Park area and Campion Way as well as the Boulevard. As a result, we have reported to Environmental Health and are providing posters for people to display in their gardens and verges to encourage people to pick up, bag it and bin it. Please contact us if you would like one.

Seal of Approval

Sheringham District Cllrs Team Report

Cllr Withington with Cllr Varley successfully brought a motion to Full Council for a NNDC Seal of Approval. The aim was to encourage businesses on the coast **NOT** to sell flying rings to keep seals safer. This was also linked to and built on the previous NNDC Safer Seals Campaign. In the image you can see Jenny from Friends of Horsey Seals with the Safer Seals Campaign when they visited Sheringham. Friends of Horsey Seals have also supported the SEAL of APPROVAL SCHEME.

As a result of SPA Sheringham was ahead of the game and following recent encouragement and auditing by Cllr Liz Withington and SPA members there is now only one business in Sheringham continuing to sell Flying rings.



As a result of this positive response in Sheringham the scheme will be shortly launched in Sheringham and Sheringham businesses featured on the press launches and videos.

It was also particularly pleasing that Pantaloons have gone so far as to sell the jute crab lines and non nylon kits which also create issues with entanglement. It would be great if other businesses would follow suit on this.

Signage on the beaches in regard to Seals in distress and advice re Safer Seals will be again updated for the season. **If you find a seal in distress** and in need of emergency assistance you can contact any of the following agencies.



British Divers Marine Life Rescue: 01825 765546

RSPCA: 0300 1234 999

Friends of Horsey Seals: 07706 314514

Sheringham District Cllrs Team Report

If there is a large **dead** seal call the Council Customer Services and use Nelly our live chatbot or email them and Environmental Health will deal with it.

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

Sheringham District Cllr Team – Casework

Ongoing Casework 2024

Highways and parking	Housing	Environment and Environmental Health Issues	NNDC Assets and planning	Other
February 2024				
<p>Road Signs Beeston Road</p> <p>Zig Zag line query</p> <p>Waterbank Road query – closure and access limitations-ongoing</p> <p>Flooding Cromer Road – Discussions with Anglia Water ongoing</p>	<p>Domestic Abuse- ongoing support</p>	<p>Alley way cleaning- continue to check</p> <p>Dog Fouling Boulevard, Champion Way – Dog fouling campaign initiated</p>	<p>4x concessions requests and business support</p> <p>Hooks Hill potential TP enforcement – stopped continue to check</p> <p>Community Hall accessibility</p>	<p>SEND support</p> <p>Community funding for new fathers</p>
	December 2023 and January 2024			

Sheringham District Cllrs Team Report

<p>Roadworks issues – town centre</p> <p>Potholes x2</p> <p>Cycle parking</p> <p>Incorrectly sited street lamp (NCC)</p> <p>Resolved</p>	<p>2x No fault evictions housing obtained privately by Cllrs.</p> <p>3 no fault evictions support given- temporary Accommodation offered</p> <p>Domestic Abuse awaiting housing</p>	<p>Waste dumping</p> <p>Additional black bin needed</p> <p>Flytipping</p> <p>Dead seal on the beach – removal</p> <p>Flooding Childs Way Lusher close and Uplands Park, Alexandra Road De Morley Garth Heath Road</p> <p>Highways have checked the diverts on Holway road. Scheme for pedestrian crossing run off being considered – ongoing discussions with Highways</p> <p>Beeston Bump and Skelding Hill path repairs- due for completion in</p>	<p>Cliff road application- approved</p> <p>Air source heat pump application retail- withdrawn</p>	<p>Dog needing fostering- rehomed</p> <p>Blue badge application</p> <p>Benches x2</p> <p>Community food store – referral x2</p> <p>Hot meal needs- elderly – ACNN Meals on Heel</p>
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Sheringham District Cllrs Team Report

		the Autumn 2024		
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**Local Cllr
Attendance/Training/Briefings
- not previously mentioned**

North Norfolk Arts and culture
Committee
Experience Sheringham
Sheringham Sports Association
Healthy Aging Alliance Meeting
North Norfolk collaboration Meeting
- Headway
Stoke Association
NNDC budget meetings
NNDC Development Committee
NNHWP Older People working Group
North Norfolk Dementia working
Group ICB

Sheringham Little Theatre Board
Support and meeting with local
businesses x4
Norfolk Museums Committee
Treasury Management Training x2
Overview and Scrutiny
Scrutiny Training x2
Development committee x2
Seal of Approval meeting
Health and Wellbeing Board- ICP

How to access support for Sheringham Residents

Helping Residents to find help and support

Sheringham District Cllrs Team Report

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 links 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.

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](#)

Sheringham District Cllrs Team Report

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.)

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 currently aimed at those who are off the main gas grid. 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](#)

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

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.

Sheringham District Cllrs Team Report

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



Cllrs Phil Bailey, ColinHeink and 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](#)

Twitter @northnorfolkdc

COUNTY COUNCILLOR REPORT February 2024: Judy Oliver

Budget

Savings of £52.2 million of new savings, including £1.4 million that may require further consultation are being proposed.

The Government's autumn statement and provisional funding settlement set out a worse funding position for local authorities than had been anticipated, and the council is £4 million worse off than it had expected to be.

Key headlines are:

- £116 million of investment to meet demand and cost pressures – including £34.7 million for inflation, £37.6 million for legislative requirements and £39.7 million for demand and demographic issues
- £52.2 million of new savings, including £12.1 million from transforming how the council operates
- New savings proposals totalling £1.4 million may require further consultation and will then be brought back to cabinet for decisions
- A proposed 4.99 per cent increase in the county council's share of Council Tax, in line with the Government's capping level (2.99 per cent for general Council Tax and 2 per cent for adult social care). This would increase the council's share of band D bills to £1,672.11. A 4.99 per cent rise would generate £24.9 million

A small number of the budget proposals have been identified as potentially requiring public consultation, as they may relate to a policy or service change. These include:

- Charging an admin fee for brokering on behalf of people who self-fund their adult social care
- Review of the adult social care non-residential charging policy – including the Minimum Income Guarantee (MIG)
- Recommissioning of social isolation and loneliness contracts
- Norfolk Record Office – pre-booking of visits and new paid services to increase income generation
- Switching off 2% of streetlights
- Recycling centres: Reduction of opening hours at some recycling centres to deliver a more consistent approach, in line with neighbouring authorities

Digifest

This forms part of Norfolk County Council's Digital Inclusion Strategy and helps children and young people with the use of creative digital technologies, to inspire them to pursue a future career in a digital industry.

Throughout February, there are a variety of free events and workshops in libraries for children aged four to 14. They will be able to try stop-motion animation, learn basic coding skills with different robots, and create with 3D pens among other things.

Libraries also offer digital initiatives for all ages, including:

- A suite of apps, such as:
 - Press Reader, which allows readers to access digital versions of magazines and newspapers
 - **Libby**, which allows readers to borrow digital copies of books
- Digital Health Hubs which give people one-to-one support to get access to online health services
- The National Databank, which provides adults in need with six-months of free data via a SIM card
- Code Clubs and Robotics Clubs
- Laptops to Loan, which allows over 18s with a full library membership to borrow a laptop for up to six weeks at a time
- study spaces - including extended 'Open Library' access during unstaffed hours
- Theory Test Pro which is a free simulation of driving theory test including official practice questions, hazard perception videos and online version of the Highway code

Children and Young People: Post-16 Travel Scheme Consultation

Norfolk County Council has launched a public consultation as part of its annual review of its Post-16 Transport Policy Statement. The consultation focuses upon their Post-16 Travel Scheme that offers subsidised travel for eligible students aged between 16-18 years old, as well as 16-25 year olds with Special Education Needs and Disabilities, to get to a school sixth form, sixth form college or further education learning establishment.

The council spent £3.8m on its Post-16 Travel Scheme in 2022-23, providing travel assistance to 1,320 students across Norfolk. To reflect the current and forecasted level of inflation for the next year, they are considering increasing the parental contribution for the Post-16 Travel Scheme. The council usually increases the cost of the Post-16 Travel Scheme each year in-line with inflation.

In the consultation the council outlines two options for increasing parental contributions for post-16 travel. The 3% option is based on current inflation levels and the 6% option is based on the council's inflationary forecast for 2024-25. The 6% figure more likely represents the cost uplift that the council will face in the coming year.

The council does not have to provide free or subsidised post-16 travel assistance but do have to prepare and publish an annual transport policy statement, specifying arrangements for provision of transport or other assistance that the authority considers necessary to facilitate the attendance of all persons of sixth form age receiving education or training.

The post Post-16 Transport Policy is reviewed annually to make sure it offers the best value for money and meets the needs of local families and young people, while remaining financially sustainable.

Findings from the consultation will be used as part of the evidence to inform a decision about the proposals. If approved, this change will be implemented from September 2024.

The consultation closes on 27 February 2024.

HIV testing

Norfolk County Council has been encouraging residents to get tested for HIV during last week's National Testing Week.

In Norfolk, almost one in two (48%) of people aged 15 years or more who were newly diagnosed with HIV infection between 2017-21 received a late HIV diagnosis. There are particularly high prevalence areas in Norwich and Great Yarmouth.

Testing is free and confidential. It's also the only way to know if you have HIV and worth doing because people can live with HIV for a long time without any symptoms.

Grants to support new fathers

£10,000 grants are now available to fund local groups supporting fathers. The grants can cover things such as developing social spaces and peer support networks, or father specific antenatal care groups.

NHS Pharmacy First

Patients will now be able to get treatment for sinusitis, sore throat, earache, infected insect bite, impetigo, shingles, and uncomplicated urinary tract infections in women (under the age of 65) without the need for a GP appointment or prescription.

90% of community chemists have registered to provide the new service and it will free up around 10 million GP appointments a year.

Patients can access the new service by walking into a chemist or being referred by NHS 111, urgent treatment centres, emergency departments or their GP. Those who are not registered with a GP can still access the service.

The NHS will launch a national marketing campaign from mid-February 2024, which will encourage the public to access advice and treatment from community pharmacy services for common conditions and run for six weeks..

Government to ban disposable vapes

The Government has announced that disposable vapes are to be banned as part of plans to tackle the rising number of young people taking up vaping.

Recent figures show the number of children using vapes in the past 3 years has tripled. As well as benefitting children's health, the ban will have a positive impact on the environment. 5 million disposable vapes, that are hard to recycle, are thrown away each year.

Sheringham Town Council

Grant Application Form

Name of Organisation/Group	Sheringham Muzillac Twinning Association
How long have the group/organisation been in place?	20 years
Contact Details	Mrs Julia Hurlbut, 12A Pineheath Road, High Kelling, Holt, NR25 6QF
Position within Organisation	Chairperson
Telephone	01263 713782 or 07767 155354
Email	smta.general@gmail.com
Is your organisation a registered charity?	No
If yes, charity number	N/A
Project for which grant is required (a covering letter is also required). This should provide a breakdown of the spending of the funds requested from STC)	see letter to Mayor
Total Cost	£2000 to cover our annual fixed costs during the project , together with activities and special projects
Have any funds been requested from other sources?	No
If the funding is awarded partially/declined will the project continue?	SMTA would continue but a full programme would need additional financial support
What is the length of the project	Special Anniversary project 2 years, but we would hopefully wish to continue to develop SMTA links with the Town Council and Sheringham residents
What is the sustainability of the project once funding has expired/been spent?	On-going close working relationship with the Town Council & an increased awareness of SMTA by residents
Amount requested from Sheringham Town Council	£2000

Sheringham Town Council

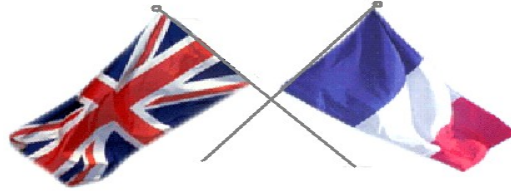
Grant Application Form

What date will the funds be required?	On approval
Please detail the consultation process/assessment that has been carried out with Sheringham residents to ascertain the need for the item/project. Please also state the results of the consultation.	See letter We are hoping that as many organisations as possible will want to play their part in celebrating the 10 th Anniversary of Town Twinning with Muzillac
How will Sheringham/its residents benefit from the grant?	See letter re proposed town celebration 2025
Which, and how many, Sheringham residents will benefit from the grant? (demographics/locations)	<ul style="list-style-type: none"> • Current membership 65 & we are looking to increase this, particularly with families with children • We hire local venues & use local suppliers for food etc. for catered events (whenever possible) • Increased residents' awareness of SMTA to ensure its survival, • attendance at our social events which reduce social isolation (transport can be provided for the elderly or disabled if required), & • Dementia Training for Committee & members planned for 2025 to ensure we are a welcoming & inclusive group
What environmental considerations have been made/benefits resulting from this project, considering the Climate Emergency announced by Sheringham Town Council	Mindful of resources
If successful, what date(s) will you report to STC on the outcomes of the project.	Full annual report after SMTA AGMs, and interim reports via SMTA Council representative: Madeleine Ashcroft

Date adopted:

Review date: Finance & Governance Committee meeting

Ratified: Full Council meeting



Sheringham Muzillac Twinning Association

<http://www.sheringham-muzillac.co.uk>

smta.general@gmail.com

Chair: Julia Hurlbut Tel: 01263 713782

12A Pineheath Road
High Kelling
Holt
NR25 6QF
13 February '24

Mr P. Ratcliffe
Mayor of Sheringham Town Council,
Community Centre,
Holway Road,
Sheringham

Dear Mr Mayor & Town Councillors,

Re: Sheringham Muzillac Twinning Association 10th Anniversary Year 2025

My name is Julia Hurlbut and I am Chair of Sheringham Muzillac Twinning Association (SMTA).

The Aim of the Association is to: Promote and foster friendship between the people of Sheringham and its surrounding district, and those of Muzillac and its communes.

2024/25 marks the 10th Anniversary of the Official Signing of the Twinning Charter between the two Town Councils, and 20 years of friendship and annual visits.

We are asking Sheringham Town Council for their help and support to reach out and encourage the residents to find out more about their Twin French Town, so that together we can all celebrate this Anniversary *in some way* in 2025.

We would very much like the schools, their pupils and parents to be at the heart of this. If the Twinning relationship is to continue into the future, we need to involve the young people. Twinning is much more than a name, seen on a signpost when entering the town.

The project is divided into 2 phases:

2024 – Phase 1 to work in partnership with the Town Council to raise residents' awareness of, and interest in, Sheringham's Twin Town of Muzillac.

In this phase we will be making contact with local groups and seeking to grow our membership. If we could encourage new members then we would be able to participate more fully in town events e.g. Carnival, Xmas Lights etc. It would be good to encourage local businesses to make a link with similar in Muzillac.

In July, a group of 31 SMTA members, which includes 4 Sheringham High School students, will visit Muzillac to stay 'en famille' and further develop the links of friendship between the two towns. The High School has an ongoing link with one in Muzillac with whom they used to make exchange visits.

On this 10th Anniversary of the signing in Muzillac in 2014, it is excellent news that members of Sheringham Council will be there in person to make personal relationships with the Muzillac Maire and Councillors.

2025 – Phase 2

When the French come to visit Sheringham in 2025, it will be 10 years since Mayor Tricia Brooks signed the Twinning Agreement here in 2015. I expect that the Town Council will want to arrange some sort of special Civic welcome during this time.

Monies, raised from annual membership fees and profits from events, are used to fund the hosting costs every 2 years, but with the increased price of hiring venues, it is becoming more difficult to raise sufficient funds.

In 2025, the 10th anniversary year, it will cost SMTA upwards of £3000 to host the group from Muzillac) with very limited funds of our own (see 2023 Accounts). In July '23 we hosted a group of 28 people from Muzillac which cost SMTA over £2700.

.....

However, between now and the end of 2025 we would like to work in partnership with the Town Council to arrange some sort of Town Celebration which could involve the residents of all ages.

To assess interest in this project, I have written to all 3 Headteachers, Chairs of Governors & heads of Curriculum/modern languages of Sheringham Schools and the Youth Pastor at the Lighthouse Church asking if they would like to help shape a community event which would encourage the young people to be curious about the 'Sheringham, - twinned with Muzillac, France' town sign. I hope for a positive response. I know that Sheringham High School is pursuing its link with a High School in Muzillac with whom they used to exchange visits

SMTA is being represented at 'Sheringham Helps' next Saturday 17 February during which we will show a rolling photographic presentation on Muzillac and its beautiful surroundings, and distribute information to other groups and members of the public. In so-doing we will be able to assess the level of interest in becoming involved in the project.

Obviously, **none** of this can happen without the Council's agreement and full support in the first instance. You have links to groups and individuals who, under your leadership, might wish to work towards a celebration for the town at some point in 2025: perhaps either a Saturday or over a weekend?

We have some preliminary ideas to 'kickstart' a pooling of ideas/suggestions:

- invite one or two additional stallholders, crêpe sellers (seen at French markets around Norfolk) to come and add additional atmosphere to one Saturday market, appearance by town musicians/local choirs/Ukulele group

- a 'Sheringham – your town' art competition for children of different ages, adult amateur and professional artists; to include photos, models, sculpture etc. Perhaps an exhibition locally over the weekend? Winners to be displayed in Tesco window?
- an online exhibition of both the winners' and others' work which could be shared with Muzillac Mairie (Maire & Council) as an introduction to Sheringham.
- Colin Seal might work with young people to design a 'Our Twin Town Muzillac' wall
- local businesses might be encouraged to decorate their windows with French flags/colours
- a Town Picnic or fun event
- an SMTA tutored, ticketed French wine tasting event for adults and held at the Community Centre
- a French film night at the Little Theatre, social event at The Hub with a French theme

As you see, we have ideas but currently lack the manpower, experience, the local connections and the cash to move forward with our plans and need your help.

For 2024 we would ask that you consider our Application for £2000 Grant Aid to achieve our stated objectives. This money will be used to assist with our fixed annual running costs and pay for publicity materials to distribute locally and to reach out to local groups and organisations.

If we are successful, we can then move ahead with exciting plans for a 'town celebration.

Many Norfolk Twinning Associations receive annual grants to further Twinning initiatives in their town and in hosting years, when costs are much higher, an increased amount.

SMTA very much wants to contribute to the life of the town and its residents and to promote the Association as a worthwhile relationship between our towns. I very much hope that you will look favourably upon this bid which will allow us to do this, with your help & support.

If I can be of any further help or you have any queries, please don't hesitate to get in touch.

Yours sincerely

Julia Hurlbut

Chair SMTA

Sheringham Town Council

Grant Application Form

Name of Organisation/Group	Sheringham Otterndorf Twinning Association
How long have the group/organisation been in place?	37 years
Contact Details	Mr Stuart Meakin Wykeham Morley Road North SHERINGHAM NR26 8JB
Position within Organisation	Committee Member
Telephone	01263 823818 or 07818 45 33 79
Email	stuartmeakin@btinternet.com
Is your organisation a registered charity?	No
If yes, charity number	N/A
Project for which grant is required (a covering letter is also required). This should provide a breakdown of the spending of the funds requested from STC)	see letter to Mayor
Total Cost	£2000 to cover additional on-going costs together with activities and special events & anniversaries
Have any funds been requested from other sources?	No
If the funding is awarded partially/declined will the project continue?	SOTA would continue but a full programme would need additional financial support
What is the length of the project	During the on-going existence of the Association
What is the sustainability of the project once funding has expired/been spent?	On-going representation on behalf of STC
Amount requested from Sheringham Town Council	£2000
What date will the funds be required?	On approval

Sheringham Town Council

Grant Application Form

Please detail the consultation process/assessment that has been carried out with Sheringham residents to ascertain the need for the item/project. Please also state the results of the consultation.	
How will Sheringham/its residents benefit from the grant?	Awareness of SOTA to promote its long term existence
Which, and how many, Sheringham residents will benefit from the grant? (demographics/locations)	Participate in Exchange visits both individually and with local groups together with opportunities to attend social events
What environmental considerations have been made/benefits resulting from this project, considering the Climate Emergency announced by Sheringham Town Council	
If successful, what date(s) will you report to STC on the outcomes of the project.	Annual Report to the AGM together with interim reports from the STC representative

Date adopted: xxxx

Review date: Finance & Governance Committee meeting xxxxxx

Ratified: Full Council meeting xxxxxx

SHERINGHAM-OTTERNDORF TWINNING ASSOCIATION

Telephone :- 01263 823818
email :- stuartmeakin@btinternet.com

"Wykeham"
Morley Road North
SHERINGHAM NR26 8JB

Town Council Grant Application

12th February 2024

Dear Mayor Peter,

As previously discussed I have completed a Grant Application Form on behalf of the Sheringham Ottendorf Twinning Association. This is being submitted alongside one from the Sheringham Muzillac Twinning Association which I have been assisting in its completion.

All the criteria is being mirrored across the two organisations.

The Twinning Association is a representative body of the Town Council and as you know arranges social events & activities which are self-funding & mostly generate a small surplus. This together with membership fees are the only source of income to cover the running of the Association.

In normal times town twinning exchanges alternate each year & our next visit to Otterndorf will be in 2025 to celebrate the 625th anniversary of the town. We are anxious to move on now after the Covid years when biennial visits were put on hold.

As you know STC has invited the Otterndorf Burgermeister to visit Sheringham & is expecting to host him & members of the newly elected committee in a few weeks time in April/May this year.

Hoping that we will now be able to reinvigorate our association to the benefit of residents of both towns.

**Kind Regards
Stuart Meakin**

Once again Many Thanks.

Best Wishes

Evelyn (Chairman)



North Norfolk Foodbank
Cromer Methodist Church
West Street
Cromer
NR27 9DT

T 07826 376343

info@northnorfolk.foodbank.org.uk

Dear Sarah

Please find attached our application request for funding a second hand portacabin for the North Norfolk Foodbank.

We currently use a portacabin to store long dated food items as we have outgrown our warehouse space in Cromer. Unfortunately, this has now deteriorated beyond repair, and we are needing to replace it.

It is so important to us to be able to store the food that has been donated to us here so that we can use it to feed the growing number of people in North Norfolk who are suffering from food poverty. A lot of our food is donated but we are now having to buy in more and more items to provide our clients with a well-balanced food parcel.

We have a weekly distribution in Sheringham at the Catholic Church Hall on Wednesday afternoons where our team of volunteers hand out food parcels to residents in need. We are also able to deliver food to clients in the area. We also have 6 other distribution centres in North Norfolk and we provided food and toiletries for 6576 people last calendar year.

Thank you in advance for considering our application.

If you have any questions, please do not hesitate to contact me.

Yours sincerely

Julie Hunter Jennings
Foodbank Manager
North Norfolk Foodbank



Sheringham Town Council

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Town Council to an organisation for specific purpose that will benefit the Town, or its residents and which is not directly controlled or administered by the Town Council.

The law required that Section 137 grants must be “in the interests of or will directly benefit the area or its inhabitants, or any part of it, or some of it” and “the direct benefit should be commensurate with expenditure”. Similar considerations will apply when considering application for other grants.

Policy

The Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment and promoting the Town in a positive way

The Town Council will NOT award grants to:-

- Private individuals
- Commercial Organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- “Upward funders”. i.e. Local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief

The list is not exclusive and may be added to at the Council’s discretion.

Only one application for a grant will be considered from any organisation in any 12 month period.

Ongoing commitments to award grants in future years will not be made, a fresh application will be required each year, and this will be at the discretion of the Council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance may submit applications at any point in the financial year, these applications will be brought to the Finance & Governance Committee and/or Full Council at the earliest opportunity.

In order for the funding to be considered -

- A completed application form and letter
- Copies of their last year end accounts.
- The number or percentage of members that belong to the organisation and that live within the Sheringham area or the number of beneficiaries who reside in the Sheringham area (end of grant evidence will be requested)
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Town Council's Equal Opportunities Policy or give details of their own policy
- Confirmation of, and details, that an active Youth Policy is being pursued
- Where appropriate, safeguarding policies and procedures

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000 the Town council will require that the organisation has robust tendering regulations e.g. obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process. Projects notified and included in the Town Councils budget will only have the funds release on completion of the work.

Whilst the Town Council would not normally consider applications for Capital Projects, any such application will require a more substantial case with supporting evidence of community benefit. For these grants, the Council will expect to see some form/evidence of other third party/match funding. For such projects, please make an appointment to discuss the project brief with The Clerk before submitting an application.

All grants awarded will be subject to bespoke conditions, with a requirement to report at the end of the project or at agreed milestones.

Assessment Procedure

At the Town Council's specific annual budgeting meeting an amount for funding will be set aside for all grant applications. Allocation of these funds will be the decision of Sheringham Town Council, as will any specific reporting or spending requirements which are requested as part of the awards process.

Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by Sheringham Town Council at the appropriate meeting.

Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance, and generally only from other organisations with whom it has close links.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards, and the geographical spread within the Town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate, or meeting the objectives of the Council.

Nothing contained herein shall prevent the Town Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated within the application and any supporting statements. It can also only use the funding to benefit as a minimum the number of members/participants they have stipulated will benefit as residents of Sheringham (North/South).

If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies or unexpended part of such monies must be returned to the Town Council. The Town Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Sheringham Town Council. Where appropriate, Sheringham Town Council may require a notice to be affixed.

Where equipment is gifted to an organisation, Sheringham Town Council requires that it be insured and maintained at the expense of the user.



Sheringham Town Council

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Sheringham Town Council, clerk@sheringhamtowncouncil.gov.uk

Name of Organisation/Group	North Norfolk Foodbank
How long have the group/organisation been in place?	Since 2012
Contact Details	Julie Hunter Jennings
Position within Organisation	Foodbank Manager
Telephone	07826 376343
Email	info@northnorfolk.foodbank.org.uk
Is your organisation a registered charity?	yes
If yes, charity number	1149156
Project for which grant is required (a covering letter is also required). This should provide a breakdown of the spending of the funds requested from STC)	A replacement portacabin to hold stock for the foodbank
Total Cost	£4000
Have any funds been requested from other sources?	Yes

If the funding is awarded partially/declined will the project continue?	Yes
What is the length of the project	ongoing
What is the sustainability of the project once funding has expired/been spent?	
Amount of requested from Sheringham Town Council	£1000
What date will the funds be required?	March 2024
Please detail the consultation process/assessment that has been carried out with Sheringham residents to ascertain the need for the item/project. Please also state the results of the consultation.	This financial year we have provided 66 emergency food parcels for 93 adults and 49 children so far in Sheringham. This is continued to be an ongoing commitment of the residents of Sheringham.
How will Sheringham/its residents benefit from the grant?	This financial year we have provided 66 emergency food parcels for 93 adults and 49 children so far in Sheringham.
Which, and how many, Sheringham residents will benefit from the grant? (demographics/locations)	Any resident in Sheringham who is experiencing Food poverty will benefit from this grant.
What environmental considerations have been made/benefits resulting from this project, considering the Climate Emergency announced by Sheringham Town Council	This will enable us to store more food which will reduce food waste. There is also a consideration for a living roof to be installed.
If successful, what date(s) will you report to STC on the outcomes of the project.	May 24

Date adopted: xxxx

Review date: Finance & Governance Committee meeting xxxxxx

Ratified: Full Council meeting xxxxxx

Assets Specific Overview

1	<p>BEESTON HILLS PUTTING GREEN (23/24 Budget £14k / left: £10892 + 24/25 Budget £75.5k)</p> <ul style="list-style-type: none"> ➤ East Coast Insulations (ECI) have completed the asbestos removal (Cost £6980+VAT) ➤ Initial planning permission PF/23/2578 granted / Confirmation requests have been passed to the team. ➤ The Water has been capped off and the electrics have been made safe (isolated). ➤ Malcolm Abbs (MA) will undertake the demolition program and the prep work behind the kiosk including implementing a brick electric box. Reminder of works: Entrance Gate replacement, fence posts removed & replaced, perimeter fencing removed & replaced, metal flag poles removed, the hut demolished and new foundations laid. (New invoice to be quoted new spec has changed) ➤ Electrics will be isolated and moved by UKPN on Monday 26th February. This includes trenching behind the back of the space that the new container will sit. The cable and installation work will then be completed on Tuesday 27th February in order that power is preserved to the site. ➤ Confirmation requests regards the foundations cascaded – awaiting updates
2	<p>SPORTS PAVILION (23/24 Budget £10k / left: £4937)</p> <ul style="list-style-type: none"> ➤ Awaiting initial designs from Sports Clubhouses due at February end (Ramp versus lift) ➤ Funding opportunities are now underway (Izzy) ➤ The asbestos site visit has been completed – awaiting confirmation documents ➤ Monday 12th February - H&S JLM revisit – Meeting with Association.
3	<p>HRU FISHERMANS BOAT MUSEUM & GALLERIES (23/24 Budget £1000 / left: £200)</p> <ul style="list-style-type: none"> ➤ Lease to be reviewed / Council to confirm a proposed holding letter in the interim ➤ Roof repairs: tenders sent out / Liaise with Association directly – will be sent WC 12th February ➤ The asbestos site visit has been completed – awaiting confirmation documents ➤ Key controls organised / Side shop vacancy being advertised
4	<p>STREETLIGHTS – Interim update attached</p> <ul style="list-style-type: none"> ➤ Final audit undertaken on 29th January. (Columns 11, 12, 130, 34, 47, 58, 66, 75, 84, 86, 94, 110, 117 & 120) ➤ All 14 lights are showing discrepancies against the planned LUX output. ➤ 4 lights show concerning discrepancies with the LUX output, so these are currently being queried with TT Jones (Example: Column 12 should read 10w/5w, but audit reads 23w/12w) ➤ The electricity inspection & test certificate for all 124 assets has been requested ➤ Full project details will be supplied at Assets
5	<p>THE BEESTON COMMON BRIDGE (No 23/24 budget set – Cost £2650)</p> <p>The Mackhouse team (Richard) will be implementing the new bridge (Green Oak) 15-16 February. There will be gaps between the 100x200x3000mm timbers to make sure water doesn't sit on the bridge and wire mesh will be attached to help reduce slips.</p>
6	<p>SSSI COMMONS (Cost £11900 / Income £5791 (RPA) / 23/24 Budget £5500 / left: £4280)</p> <p>Work re-commences on 12th February by Legacy who are able to provide the equipment and manpower. (Estimated Cost £5700)</p>
7	<p>OTTENDORF NOTICEBOARD (Awaiting actual cost)</p> <p>Malcolm Abbs has instructed a member of his crew to attend to this board as it poses risk to the public.</p>
8	<p>ASBESTOS – Project COMPLETE (No budget set / Quoted cost £1465)</p> <p>East Coast Insulations (ECI) Surveys have now been completed all surveys. STC's new asbestos record folder will be available in the Admin office from WC 12th February.</p>
9	<p>STATION APPROACH PUTTING GREEN - Tender application closing date: Noon 14.02.2024. To date, there have been no applications.</p>
10	<p>ELECTRIC CAR CHARGING (No cost to STC, NNDC funded project) - Awaiting plans and installation dates</p>
11	<p>COMMON – BYELAWS – On hold (Changes in legislation updated using the Model Byelaws Set 2)</p>

12	COMMONS – DANGEROUS PATHWAY - Karl Harper has completed this job (Actual cost £560)
13	THE CLOCK (Cost £5267) – Project COMPLETE All external and internal painting and maintenance works are now complete as per our work specification and Denny's Construction have finished works to the damaged guttering and brackets. (One side of the gutter has been completely removed and new guttering & brackets affixed)
14	BENCHES – Project COMPLETE – New asset register available. Next step is to sticker them all. (Cemetery benches will be listed as a secondary project as these will need ownership clarification etc)
15	THE MAINTENANCE SHED RELOCATION Initial conversations held with Malcolm Abbs to spec out this project – Awaiting cost confirmation
16	THE WAR MEMORIAL – Restoration works to the metal surround/barriers, planters and benches by October
17	COMMUNITY CENTRE NOTICEBOARD - Has arrived and will be implemented by a preferred contractor
18	DOG POOP BINS – On Hold
19	MEMORIAL BENCHES & PLAQUES – Actioned as requests come in
20	CREST/TOWN SIGN ➤ The crest has been dried out and blasted in preparation for the restoration works ➤ Investigations into the arms ownership continues / Confirmation of the STC logo trademark status
21	BRITONS LANE – Awaiting confirmation from tenants



Grave Digging & Management Code of Conduct

Approved: February 2024

Guide for Burial Ground Managers – Services and Standards

(As written by the Department of Constitutional Affairs)

Burial grounds as open areas of green space will require maintenance if the site is not to degenerate into an eye-sore and a liability for the local community, attracting vandalism and other criminal activity. The extent and nature of the maintenance required will depend on the type of open space burial ground managers and their authorities wish to provide, varying from traditional lawn cemeteries, through wildlife conservation areas, to natural (woodland) burial grounds.

Many burial grounds will be large enough to offer more than one type of area and the maintenance regime for the site as a whole will need to be planned with this in mind. For aesthetics, health and safety purposes, and accessibility, a continuous programme of levelling may be required. Depending on the requirements of individual sites, ground maintenance is likely to include:

- Grass-cutting
- Planting and up-keep of floral displays
- Trimming and care of trees and shrubs
- Care of grave areas, including removal of kerbstones and memorials where appropriate
- Care and cleaning of pedestrian and vehicular access routes
- Building maintenance
- Maintenance of boundary and internal walls, gates and fences
- Rubbish clearance
- Upkeep of signs and notices
- Ground levelling, as necessary.

A lawn cemetery or section should be neat and tidy, with graves and memorials laid out to a regular plan and kept in good condition. Grass should be cut regularly, depending on the time of year and attention paid to ensure that the length of grass does not, wherever possible, mask any potential hazards. Paths and roads should be clean, provide hard, dry, access and be signed, as should the site as a whole.

Where there are flower borders, they should be offered to a standard comparable with other public flower displays. Trees and shrubs should be maintained so that they present no danger to staff or visitors or impede access. Care is needed with the siting of trees so that fallen leaves, cones or berries do not present a hazard to pedestrian access routes or make graves untidy (tree roots, of course, may also inhibit the excavation of graves).

Trees should also be checked regularly for anything that can be seen to be dangerous, with a formal inspection at regular intervals, such as once a year. Anything other than minor work should be undertaken by a properly qualified tree surgeon. Replanting, particularly of trees and shrubs should respect and complement the character of the original cemetery design.

Buildings and other hard structures should be kept in a good state of repair, to avoid water ingress or premature deterioration of wood, brick, stone or tile.

Litter should be cleared regularly and rubbish from operations and maintenance (grave spoil, grass cuttings etc) should be removed out of sight as soon as possible. Floral tributes can be left for removal by the families who brought them, but ultimately may need to be removed by ground staff. Notices setting out the authority's policy on removal of such material should be available and on display.

Burial managers should give detailed consideration to the specific maintenance requirements of their site, identify what action needs to be taken, and make explicit the standards expected. Whether the work is carried out by in-house staff, contractors, or even volunteers, supervision will be essential to ensure that standards are achieved and maintained.

GRAVE DIGGING & MANAGEMENT – CODE OF PRACTICE 2024

1. The Policy

It is Sheringham Town Council's policy to ensure a high standard of grave digging and management whilst maintaining safety and dignity at all times throughout the process. This extends beyond the day of interment to the weeks and months afterwards when the soil is settling to ensure that all graves are maintained to the highest standard.

2. Grave Digging – General Requirements

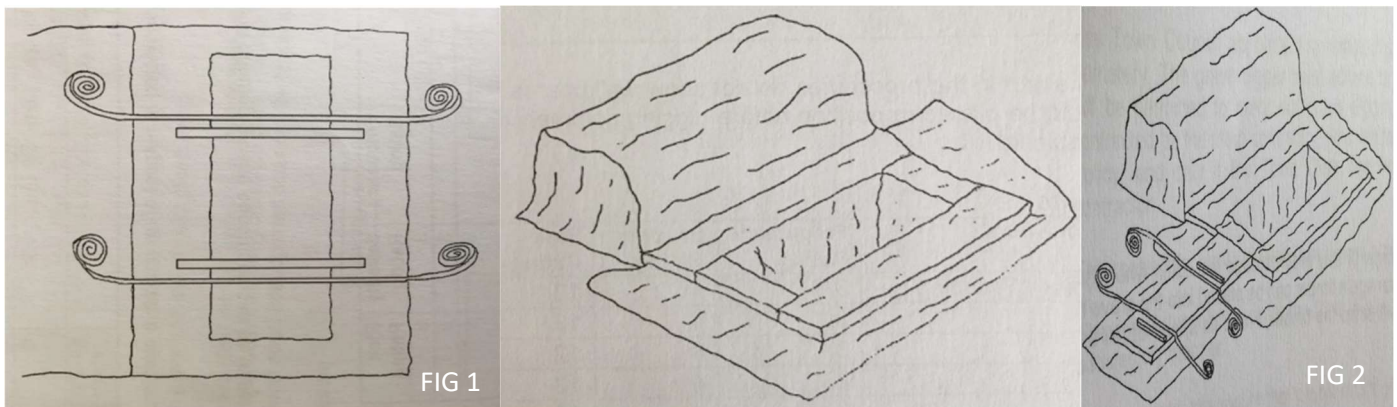
1. Grave digging is only to be undertaken by an experienced contractor approved by Sheringham Town Council.
2. The grave digger must ensure that everyone engaged in digging is qualified and competent to undertake the work.
3. Appropriate safety footwear and protective clothing must be worn at all times.
4. A hard hat must be worn when working in an excavation.
5. Eye and hearing protection must be worn when appropriate.
6. All graves to be excavated should be located and identified on the site plan.
7. Any grave that is left unattended must be completely boarded over to prevent any person falling into the grave.
8. Entry and egress from a grave must be by ladder. The ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.
9. On no-account must a grave digger climb out of a grave by treading on any part of the shoring.
10. All finished graves should be prepared using imitation grass matting. The matting should be laid out neatly on staging leaving no folds or gaps which may cause trip hazards.
11. Walk boards must be laid along the length of the grave and supported at each end. They must be capable of carrying the weight of the Pall Bearers and the coffin.
12. Walk boards should remain in place for the whole of the burial process and should not be removed until after backfilling is completed.
13. All graves must be dug centrally within the allocated grave location.
14. Grave dimensions should be dug as shown on the notice of Interment document with an extra 4" surround (minimum) added to those dimensions in all cases.
15. Any nearby/adjacent memorials which pose a hazard to the grave digger must be temporarily moved to a safe distance from the grave to be excavated and replaced immediately following the interment.
16. If memorials need to be moved, the Burial Officer must be informed prior to removal, so the owners can be contacted and advised that this is necessary to undertake works.
17. Any foul odours encountered should be reported immediately to the Burial Officer.
18. A second person must be in attendance whenever work is being carried out in an excavation deeper than 3' (0.91m).
19. Where required, excavations shall be shored up in accordance with the shoring manufacturer instructions. Shoring equipment should be inspected before each use and serviced by a qualified person, as necessary.
20. Lowering webbings and putlogs must be inspected prior to each burial to ensure that no deterioration has occurred and that they are capable of taking the weight of the coffin. Frayed webbings must not be used.
21. Should water collect in a grave it should be removed prior to the interment. Ideally a motorised pump should be used, as this action will not require a gravedigger to enter the grave. When conditions indicate that water may collect in a grave a sump pit can be dug in the bottom of the grave towards one end.

3. Grave Digging – Machinery

1. Only authorised trained persons should be permitted to operate grave digging machines. The machine operator must ensure that no person stands within the area of the radius of the machine boom or bucket. When moving a digging machine within the Cemetery, the driver must exercise caution and treat the roads and grounds with respect.
2. When a machine is not in use, it must be parked on hard ground in a location away from traffic or pedestrians. When parked, the boom must be lowered with the bucket resting on solid ground.
3. Digging machines must be operated in accordance with manufacturer's instructions.
4. The machine operator must ensure that the digger is safely manoeuvred into position and that it is level before digging commences, which will make sure that the sides of the grave are vertical.
5. It is possible that exhaust fumes from the engine can collect in the bottom of the grave. Where possible the machine should be positioned downwind of the excavation to reduce the risk of this occurring.

4. Preparation for Interment

Prior to preparing/dressing the grave the surrounding area should be examined to ensure as far as is reasonably practicable a safe, unobstructed access for Funeral Directors staff, clergy and mourners and any trip hazards have been removed. Walk boards must be checked for stability with adjustments made as required. Unstable walk boards Care must be taken to avoid trip hazards caused by folds in the matting. Torn or holed matting must not be used.



The two putlogs should be 4'6" X 4" (1.37m x 102mm x 102mm) and of good quality knot free planed timber and placed across the grave in preparation to be used to place the coffin on prior to the committal. The distance between the putlogs should be no less than 3'6" (1.07m).

Two lowering webbings should be placed as shown (Fig 1) and care must be taken to ensure that sufficient webbing is placed on either side of the grave to enable each pallbearer to lower the coffin to the bottom of the grave.

Where there may be insufficient space to the side of the grave for the pallbearers to safely carry the coffin and place it on putlogs directly over the grave, a safer method for this situation is to place a board at either the foot or head end of the grave covered with grass matting on which to place the coffin.

The two putlogs can then be placed across the board so that the coffin can be set down with no risk of pallbearers trapping fingers. The lowering webbings are also placed across the board. (Fig 2)

At the appropriate time during the committal service the pallbearers can lift the coffin using the webbings and walk along the walk boards and safely lower the coffin into the grave.

5. Backfilling & aftercare

1. Backfilling should commence immediately after all mourners have left the cemetery and must be completed on the same working day. Webbing and grass mats must be removed and stored carefully before backfilling commences.
2. Walk boards should be left in place during the whole of the backfilling procedure to prevent anyone walking on any unprotected grave edge.
3. When backfilling large flints, pieces of rock or lumps of clay may damage the coffin if they impact from height. To reduce the risk of coffin damage, an angled timber can be placed into the grave. Backfill material will strike the timber, break its speed of fall and deflect to the sides of the grave
4. To reduce subsidence and to ensure settlement of the grave, all backfill materials, must be tamped and compacted in layers not to exceed 150mm in depth so that a compacted density is free from large soil lumps or air pockets.
5. The grave is to be finished with a tidy mound of soil, covered with saved turfs to leave an immaculate finish.
6. Monitoring the condition of the backfilled grave is to be carried out weekly within the first month and at regular monthly intervals thereafter for the next 3-6 months and until there are no signs of subsidence or sinkage.
7. Remedial work will be undertaken immediately by the maintenance team if there are signs of untidy, uneven or sunken surface ground and/or if the turf show signs of drought or die-back.

The importance of these actions cannot be stressed enough to reduce the possibility of a sunken grave and memorial tilting.

Mourner participation

It is for the Funeral Director to assess the risk involved and decide whether to permit mourners to backfill.

In the event the Funeral Director gives permission to the mourners to backfill the grave, IT SHALL BE AT THE MOURNERS OWN RISK. The Funeral Director must take control of proceedings and stop backfilling at the relevant stages in order that grave diggers can remove shoring equipment.

It is vital to the health and safety of mourners that co-operation between cemetery staff, mourners and the Funeral Director conducting the funeral is established prior to the funeral and notified by the Funeral Director to the Burial Officer not less than 5 days prior to the date of the funeral.

6. Mowing & greens management

There should be a minimum of 20 cuts per annum starting in early March with the typical spread of cuts. Strimming around graves should be done monthly as required.

Month	March	April	May	June	July	August	Sept	Nov	January
Mowing	2	2	2	3	3	3	3	2	0
Strimming	1	1	1	1	1	1	1	1	1
Weeding	1	1	1	1	1	1	1	1	1

Weed control needs should be assessed during each cut session and undertaken when required. At the start of January, a full inspection of every grave should be undertaken to draw up the new seasons grave maintenance action plan and to review the spread of cuts, strims and weed control tasks.

Mowing specifics

Paper, rubbish, branches, flowers and any other debris not associated with a grave, should be collected and removed prior to each mow. The mowing height will be determined according to grass type and during periods of excessive rain and tall grass growth, the mower cut height may be raised or adjusted as appropriate.

Grass Type / Mowing height	Winter	Summer
Fescue, fine	6cm	4cm
Fescue, fine	8cm	5cm
Fescue, tall	5cm	2.5cm

1. Mower blades must be sharp at all times to provide a quality cut to prevent tearing of the grass blades.
2. Alternate cutting directions to allow recycling of clippings and to present a neat cut appearance.
3. Clippings can be left on the lawn as long as no visible clumps remain on the grass surface. Large clumps of clippings should be collected and removed.
4. No mower will be used within 150mm of any, headstone, footstone, or other memorial. All turf between these markers and mown areas must be strimmed using a filament line trimmer equipped with line no heavier than 2 mm.
5. No memorial is to be damaged or removed at any time in to make maintenance "easier."

Strimming specific

1. No mower will be used within 150mm of any, headstone, footstone, or other memorial. All turf between these markers and mown areas must be strimmed using a filament line trimmer equipped with line no heavier than 2 mm.
2. Grass adjacent to fixed objects and memorials shall be strimmed to the same height as the general turf.
3. Clippings must be removed from pathways, roadways and memorials so that the areas are left neat without a build-up of unsightly dead grass.

7. Associated documents

Cemetery & Memorial Garden – Specific Risk Assessment

Maintenance RA 13 – Cemetery, Allotment & Workshop

Managing the safety of Burial ground Memorials – Ministry of Justice

Guide for Burial Ground Managers – Department for Constitutional Affairs



The redundant box on Cromer Road has been adopted by STC for £1 and it has been decided that it be used to house a defibrillator. BT work with The Community Heartbeat Trust and together they supply and install the defibrillators and signage.

Message from Martin Fagan at Community Heart Beat:

Morning Treena, Some costings for you below. Option 2, I think, would suit your needs.

Clients generally work with us in 2 ways:

- Purchase – you pay VAT and are responsible for the insurances
- Managed Solution – you donate to CHT, we take care of the VAT and provide limited insurances

Most community sites take the **Managed Solution**, unless they can reclaim VAT and have comprehensive insurances. Councils and businesses generally **purchase** as they can reclaim VAT and generally have the appropriate insurances in place, although not always.

Every project we undertake is done so with Governance, Sustainability and Resilience as part of the programme. We also test all equipment in the use to which it is being put to ensure it is the right equipment for that task. This includes making sure communities do not fall foul of things like equalities legislation, public liability or HSE requirements, and the equipment itself is suitable and manageable in a community setting. Many defibrillators are designed for use by trained users or managed by First Aid departments, and you often find 'cheaper' equipment is often older models, reconditioned, being offered with false 'grants', or models that lack UK support (we have stopped using some Chinese equipment for example as we cannot get support or repairs undertaken). Only a few defibrillators have been designed for community use specifically, and designed to be managed by untrained people in the community. The 'owner' does have liabilities and we try to help minimise these.

We also look at cabinets and no longer use single skinned metal cabinets, or those with fan heaters, and mainly use low voltage (rather than 240v) for safety and maintenance reasons. Cabinets that meet our standards are referred to as 'ShockBox' standard. If in a kiosk you are limited to 8W power, so this limits the style of cabinet that can be used. Again, all our cabinets are kiosk compatible.

We also offer a full range of support services including community training and awareness programmes, ongoing support, and importantly post rescue counselling services. We can also offer fundraising programmes and also limited insurance cover. Our training sessions are 2hrs classroom (not a 5 min video) and are designed to build confidence as well as explain how a rescue works. These are supported by handouts and also refresher videos. Certificates of Attendance are also issued for CPD purposes.

As a guide, the following options (per installation) may be useful for you as a guide to budgeting. The highest specification defibrillator available to communities is the Zoll 3.:

Option 1 – budget/starter - ViVest X1 with carry case, ShockBox Rotaid (unlocked) heated cabinet, Community signage pack (compliance to HSE requirements) = £1420

Option 2 – most common community package - ViVest X3 defibrillator with carry case, spare electrodes and visualised instructions. ShockBox Rotaid (unlocked) heated cabinet, Community signage pack = £1495

Option 3 - as Option 2 but basic locked cabinet - ViVest X3 defibrillator with carry case, spare electrodes and visualised instructions, ShockBox DS2 (locked), Community signage pack = £1595

Option 4 – as Option 2 but advanced locked and insulated cabinet – (best available) Lifeline VIEW or ViVest X3 defibrillator with carry case, spare electrodes and visualised instructions, ShockBox Sentry (locked) heated cabinet, Community signage pack = £1910

Option 5 – best community package available (A) - Zoll AED 3 defibrillator with carry case, single set of adult/child electrodes, visualised instructions, CPR coaching, RescueWrist, ShockBox Rotaid (unlocked) heated cabinet, Community signage pack = £1855

Option 6 – best community package available (B) - Zoll AED 3 defibrillator with carry case, single set of adult/child electrodes, visualised instructions, CPR coaching, RescueWrist, ShockBox Sentry (locked) heated cabinet, Community signage pack = £2245

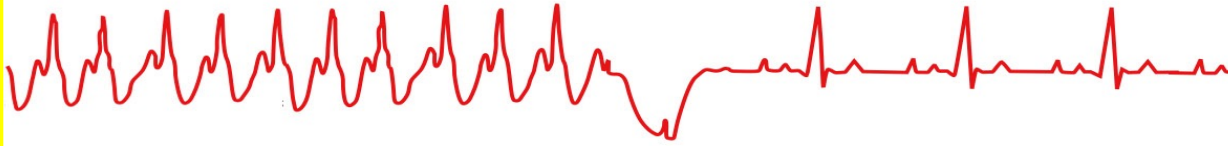
Add

- VAT if a purchase, (or add £100 for Managed Solution Partnership – CHT takes care of the VAT and also provides public liability insurances)
- Community training and awareness programme (£175 for up to 50 people classroom style, includes handouts, video, local articles) – free classroom training for any order received before Feb 28th 2024.
- Ongoing costs (annual support programmes are available)
- Installation (undertaken locally, or CHT can install for £275 + vat – If a kiosk we do advise we install for you.)
- Optional theft and vandalism insurance - £250 once off for 10 years cover. Managed Solution clients only.
- Battenberg decals - £68.

Included free with all CHT projects

- Post rescue counselling service
- WebNos Governance system (compliance to the Medicines Act)
- Ambulance service registrations
- Telephone support
- Red/gold renovation paint for K6 kiosks
- CHT takes care of any legal hosting agreements with the site owner.

Product Specification



Simplicity in design

- Two button operation
- Clean interface – nonthreatening
- Visual display
- Dual language

Easy to maintain

- Self tests automatically daily, weekly and monthly
- Monthly circuitry tests

Integrity

- System integrity test on battery insertion
- Detects missing pads

Patient analysis system

- Automatically evaluates patient impedance for proper pads contact
- Monitors signal quality and analysis for patient ECG for shockable/non-shockable rhythms
- Meets AHA/ERC recommendations

Ergonomic design

- Small, light and easy viewed controls
- Soft carry case

Targeted audiences

- | | |
|----------------------|--------------------|
| Sports clubs | Community AED |
| Responders | Care homes |
| Emergency services | Home use |
| Business and offices | Caravans and boats |

- Dimensions W 209 x L 232 x D 59 mm
- Weight 1.5Kg (soft case)
- IP rating – IP55
- Shock energy – 150J
- Time to shock – 7s approx.



Specifications



Defibrillator

Waveform: Biphasic Truncated Exponential (BTE) Waveform

Impedance Range: 20 - 180Ω

Energy Level:

Adults, energy released at 50Ω impedance: 150J

CPR Coaching: CPR instructions are available, with metronome and hand placement instructions.

CPR Protocol: Comply with AHA 2020 guideline.

Charge/Discharge Time: The time from the prompt of "Shock Advised" to when the shock can be performed: 7 seconds

Arrhythmia Analysis

Accuracy: Comply with IEC60601-2-4

Analysis Time: Typically 8 seconds

Controls

Shock Control: Semi-automatic (press the shock button to deliver energy)

Language Button (PowerBeat X3): Users can switch between primary and secondary language among various available language options.

Certification: ISO13485, CE certification

Safety Standard:

IEC 60601-1:2005+A1:2012

IEC 60601-2-4:2010+AMD1:2018

IEC 60601-1-2:2014

IEC 60601-1-12:2014

User Interface

Display: PowerBeat X1 has

114 mm (W)x87 mm (A) graphic panel, while PowerBeat X3 has 5 inches color LCD screen, 105 mm (W)x65 mm (BF),

Resolution: 800x480 pixels

User Guidance: PowerBeat X1 has LED lights, graphic panel and voice prompt, while Powerbeat X3 has a color LCD screen, animation, voice and bilingual text prompts.

Volume Adjustment: Volume is adjustable through APP.

Device Status Indicator: Visual and audible indicators help to monitor the status of the main device, electrodes, and battery. Flashing green light indicates the device is normal. Flashing red light indicates the device is faulty.

Environmental Parameters

Operating/Storage Temperature: 5°C ~ +50°C

One Hour Operating Temperature

Limit (extreme cold): -20°C

Short-term Storage/Transport Temperature:

-40°C~+70°C, within one week, with battery and pads uninstalled.

Atmospheric Pressure: 59.4KPa~106KPa

Relative Humidity: 5%~95% (no condensation)

Ingress Protection: IP55

Physical Characteristics (including handle)

Height: 232mm

Width: 209mm

Depth: 59mm

Weight: 1.5kg (including battery and pads)

Tolerable Impact/Fall Damage: Can withstand free fall damage from a height of 1.5M onto hard surfaces.

Accessories (Battery)

Type: Lithium manganese dioxide (Li/MnO₂) battery (non-rechargeable), 12V/3000mAh

Capacity: At 20°C±2°C, the new battery can discharge 200±10 times at 150J.

Operation Life (standby): 4 years (typical)

Low Battery Status: A battery that indicates low battery can still be used ≥10 times at 150J.

Accessories (Pads)

Pads: Suitable for adults.

Operation Life (standby): 4 years (typical)

Cable Length: 1.140.1m

Storage Space: Pads can be stored in the space at the back of the device.

Data Storage

Memory Type: Internal digital memory

ECG/Event Storage: At least 8 hours of ECG and event/incident recording.

Self-test Data Storage: Up to 10 years

Communications

Communications: USB interface

Overall Device

Date of Production: See label at the bottom of main device.

Warranty: 8 years.

PO Box 168

Haverhill

Suffolk

CB9 1AX

0330 1243 067

enquiries@communityheartbeat.org.uk

**OUTSIDE REPRESENTATIVE REPORT - SHERINGHAM CARNIVAL ASSOCIATION (SCA) COMMITTEE
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 20th FEBRUARY 2024)**

On Wednesday 8th February I attended a meeting of the SCA committee and report the following:

The meeting was chaired by Stuart McClean and the focus was on the transition of secretary and treasurer roles, access to the bank account, etc. all of which were in progress.

There was continued discussion about the Viking Festival 2024 that is scheduled for the weekend of Saturday 6th April. Various churches have been asked for use of their car parks and they have agreed. It was noted that there is a circus on Cookies Field the same weekend as the Viking Festival.

There was discussion about replacing the signs used at carnival events for road closures, etc. and it was suggested that the £4k grant from STC could be used to buy these new signs.

(After the meeting the removal of the Christmas trees from Otterndorf Green and the verge outside the Community Centre was discussed with Stuart, and it was agreed this would be attended to by SCA later in the week.)

Cllr. Peter Ratcliffe
STC Representative on Sheringham Carnival Association
Thursday 9th February 2024

CH Report for STC – Sheringham and District Sports Association meeting 16.1.24

- Discussion about forthcoming meetings with architects and around health and safety.
- The association was happy with STC driving both the improvements to the building and with the operation side.
- The committee felt their own focus would be on the operational side for example Health and Safety and the sustainability of the organisation.
- SDSA have a new electricity supplier that is cheaper but there are some concerns with estimated bills and the availability of customer support.
- The committee went through the budget and identified increase costs such as grass cutting, insurance excess on the MUGA and reaching the end of a term on a fixed gas and electricity tariff.
- Insurance represents a large cost to the organisation, and *they wondered if STC could contribute to the buildings insurance and whether this was put out to tender?*
- Wave (the payments organisation for Anglian Water) have now fixed the water leak their side. The meter is being replaced.
- SDSA are grateful for the H+S user manual STC have provided. The committee is still working through this.

TOWN MAYORS' ANNOUNCEMENTS FOR FULL COUNCIL MEETING TUESDAY 20TH FEBRUARY 2024

Activity for the report period is generally covered in other reports to council via Task and Finish Group reports, etc. However, on Monday 5th February, Cllr. Shepherd attended the Royal British Legion committee meeting.

The focus was the purchase of a new standard and was agreed.

There was discussion about the occasions for RBL to attend during the year ahead including key dates such as the D-Day 80th Anniversary, (6th June). RBL would be seeking the support of the Sheringham Carnival Association for these events, and potentially STC.

Cllr. Shepherd and I raised the condition of the planters near the War Memorial. It was made clear these did not belong to RBL Sheringham; they were installed by the now disbanded 'Friends of RBL Sheringham'. Recognising these assets are not owned or maintained, the committee considered it best if these planters were removed. Cllr. Shepherd and I offered that subject to council approval, that this could be a task undertaken by STC, this offer was accepted.

Recommendation: That given the poor condition and that these assets have no identifiable owners, STC will organise the safe disposal of the 'Friends of RBL Sheringham' planters situated at the War Memorial

Councillor Peter Ratcliffe
Chair and Mayor of Sheringham Town Council
Monday 12th February 2024

February 2024

CLERK REPORT

FEBRUARY 2024 UPDATE

- Staffing and resource challenges, utilisation of Bank Staff and Contractors to undertake urgent works, incomplete tasks and day to day Cemetery Care (Bins/Checking facilities)
- Staff Safety review being undertaken
- Various training webinars attended –
 - Scribe – Agendas, Summons & Minutes (Roger Taylor speaker)
 - NALC Biodiversity: Practical measures to help enhance local habitats and wildlife
 - Worknest – Tackling toxic behaviours in Town & Parish Councils
- Induction – Funding Assistant

- Correspondence with Judy Oliver and Duncan Baker re Transport Hub, call and email to Hugh Harknett (NNR), I am arranging a call between interested stakeholders to discuss next steps.
- Collation of priorities document to be submitted by 27th February

RECOMMENDATIONS

- Recommend a friend Application received from Casual Caretaking candidate, has good handyperson skills, would ask for permission from Council to interview and add to bank if successful.

Project: Update to funding and grants proposals

Date: February 6th, 2024

Report to Council written by: Izzy Shaw Funding and Grants Coordinator

Introduction:

Since starting in a temporary capacity on 17/01/23 we have assessed a number of potential projects as priority for review and development. Currently there are 15 projects listed with a further one this week to be added to this list, having been identified by the council (a list of these projects is attached for reference at the end of this report)

The current main priority project identified is the COF – Pavilion funding, following the expression of interest application successfully made by the Parish Clerk and the wider team. This forms the core of this current role, due to the significant workload and expertise required to develop this bid and a business plan, which forms 50% of the overall bid.

This report will enable you to understand further what work has been undertaken since the 15/01/23 remembering that due to a family loss I have been absent for a week of the contract. The contract ends of 5/4/2024. So, ensuring priorities are adhered to and we aim not to deviate from this will be vital to maximising the capacity and outcome of this three-month contract.

Current bids:

- **1: The purchase, installation and of a water fountain situated at the Town Clock.**
- **2: The purchase of a further defibrillator to be situated in the disused phone box.**
- **3: The Sports Pavilion redesign and development for wider community use.**
- **4. Guided walks/ wayfinding**

1: Water fountain- Town Clock

Bid One Sea-Changers Coastal Fountain Fund Application 2024

www.sea-changers.org.uk A national marine conservation charity.

Closing date for bids 24/02/24

The development of the water fountain project had already started prior to the bidding process. This has significantly aided us in undertaking and completing the bid before the closing date. Accurate costings have been received for maintenance, purchase of a certified fountain and the installation at the Town Clock.

We have applied for and submitted the full allocated funding bid from Sea- Changers of £10,000 and the bid has been submitted. The outcome timescale for bidding to this fund is unknown at this moment but is envisaged that the outcome for full or partial funding will not be known until April.

1: Water fountain -Town Clock

Bid: Sheringham Shoal Community Fund- managed by Norfolk Community Foundation

www.norfolkfoundation.com Norfolk based charity for the benefit of communities, working closely with other partners and funders.

Closing date: 31/03/24

As above, the development of the water fountain project had already started prior to the bidding process. A stage one application was successfully made by the Finance Officer and STC was invited to bid for stage two funding.

We have applied for and submitted the full allocated funding bid from NFC, there is no upper limit for funds to apply for but as a guide grants are usually between £10,000 to £15,000.

Project: Update to funding and grants proposals

Date: February 6th, 2024

Report to Council written by: Izzy Shaw Funding and Grants Coordinator

2. Defibrillator for the disused phone box

Bid: British Heart Foundation (BHF)

www.bhf.org.uk Leading UK heart charity

Closing date: 28/02/24

A limited number of funded defibrillators are available in each annual funding cycle. Applications are reviewed monthly against a set of criteria so awards can be made to communities that need them most. Areas prioritised include those with fewer registered defibrillators and communities where local health needs indicate a higher risk of out-of-hospital cardiac arrest.

BHF provides the defibrillator free of charge and supports the community with training and support to encourage people to undertake the free training. The applicant (STC) must commit to supporting and providing the training which can be online or in person, support to undertake this is available from BHF teams locally.

Instead of a financial grant BHF provide the following a defibrillator, complete with pads and kit accessories, a cabinet, replacement pads and batteries resources for **RevivR** online CPR training.

Our bid has indicated that there is a need for a defibrillator situated in this area (phone box) as there is no equipment located in that location, this meets the eligibility for the fund.

We have applied for this bid; it has been submitted.

3. The Sports Pavilion

Bid: Community Ownership Fund (COF)

www.gov.uk The £150million pound Govt fund exists to support communities take ownership of community assets. Managed by The Department for Levelling Up Housing and Communities.

Closing date: 03/25 (whole fund ceases)

The Parish Clerk made a successful bid to the (COF) last year and was asked to submit a stage 2 bid for the project to redesign and develop the sports pavilion as a wider use of the asset for the community. Recently we met with the architects to gain a greater understanding of the potential for the Pavilion and to discuss the fantastic opportunities available to the council, sports bodies and community groups who currently use it or who have expressed an interest in utilising the space future. The meeting was a positive one and generated a lot of ideas and potential for income generation once developed. The architects have developed a similar community/ sports venue for East Leake in Nottinghamshire. eastleakepavilion.org.uk there is much to be learnt and considered from their successful funding and development of the Pavilion.

The bid work for this project is significant and detailed, most of the time until April will need to be spent on this one bid, whilst smaller bids can be and will be slotted in if time allows. There are strict guidelines for this bid and will involve consultation with stakeholders, business development planning and costings. Close collaboration with the architects regarding plans, development and costings will be vital, as will working in partnership with current users, the sports association and football teams to ensure we meet the eligibility criteria, design appropriate facilities that ensure compliance with other bodies such as the FA.

This bid is a key challenge for the council team, if delivered effectively it will be a significant asset to STC's portfolio. It involves key skills from the Parish Clerk, Finance Officer and the Projects Manager collaborating with the bid writer to develop a strong cohesive community led bid. A great deal of time

Project: Update to funding and grants proposals

Date: February 6th, 2024

Report to Council written by: Izzy Shaw Funding and Grants Coordinator

will need to be given over to the bidding process and I would like to make special mention of the significant contribution already made by the council team. I am very impressed with the calibre of the initial EOI application and the knowledge of the whole team regarding the community needs, ideas and strong relationships they have already built. As a bid writer this is so helpful and important especially when coming into an organisation to begin to build a successful bid. My thanks to them for making me feel welcome, supported and for sharing their knowledge and ideas with me.

We will now begin building the business plan, developing ideas for future consultation, understanding the bid requirements, and gathering evidence to support the project.

Weekly meetings are held with the Parish Clerk and the rest of the team and meetings with key stakeholders are being planned for later in February.

4. Guided walks/ wayfinding

This is an area for potential funding identified as number 8 on your list of projects. I have approached The Ramblers (national walking charity) to discuss potential funding streams for developing wayfinding markers and using their volunteers and expert walking guide team to help identify and develop guided walks. The Ramblers also collaborate on waymarking and have a scheme to help deliver these siting the best places for markers, local volunteers also support to maintain them. Once further information is forthcoming any bids will be identified as appropriate.

Izzy Shaw, Funding and Grants Coordinator

6/2/24

Project: Update to funding and grants proposals

Date: February 6th, 2024

Report to Council written by: Izzy Shaw Funding and Grants Coordinator

Current list of identified projects requiring funding.

1. Sports Pavilion
2. Meadowland burial ground
3. Putting greens
4. Cemetery
5. Water fountains
6. Youth clubs
7. Common areas
8. Guided walks/ wayfinding
9. Community centre
10. Retrospective funding for streetlights
11. Biodiversity/rewilding
12. Morley Hill
13. Heritage improvements
14. Animals on commons
15. Defibrillator
16. Wayfinding – town area for local attractions

STATION APPROACH PUTTING GREEN

TENDER NOTICE & APPLICATION FORM: MARCH 2024

Sheringham Town Council (STC) are tendering for an Operator to manage the Station Approach Putting Green facility for the 2024 Season. The Seasonal Operator's Licence awarded will be valid for a single term, commencing on Friday 1st March 2024 and ending on Thursday 31st October 2024.

The Agreement between STC and the successful applicant will constitute a Seasonal Licence for the Operator to use and manage the land forming the Station Approach putting green for the purpose of seasonal putting. The sale of confectionery, ice cream, and non-alcoholic refreshments from the attendant's kiosk will also be permitted.

It is planned that the green must be open for business from Monday 25th March to Sunday 29th September 2024.

The Operator will be considered an extension of the STC team conducting their operations in a professional manner, upholding the highest standards of customer service, cleanliness, and conduct.

Key Operator responsibilities will include:

- Providing all necessary equipment, including putters, balls and hole markers.
- Offering a safe play space and environment for visitors to enjoy.
- Keeping the kiosk and site clean, tidy and professionally presented at all times.
- Displaying signage or marketing materials to promote the putting green, fees, and refreshment information.
- The upkeep of the flower beds and planters.

Timeframes for tendering

Invitation to tender released:	22.12.2023
Closing date for tenders:	14.02.2024
Recommendations made to Full Council:	20.02.2024
Award of agreement to successful applicant:	23.02.2024

Tender Returns

If this is a venture that you would like to apply for, tender bids in excess of £2,000 and a completed copy of the application form should be sent directly to Sarah Peberday – Sheringham Town Clerk via email:
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The closing date for tender bids is Noon on Wednesday 14th February 2024.

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EXPRESSIONS OF INTEREST INVITED

Beeston Hills catering facility and putting greens

Sheringham Town Council are inviting interested parties to express their interest in the 6 year lease, with a 3 year break clause, of the replacement facility at Beeston Hills, NR26 8BJ.

Currently under construction, the facility will provide a 30ft x 8 feet catering facility with a DDA compliant toilet and baby change. The remaining section will have ramps for access and serving areas for provision of refreshments, food and putting equipment.

There will be provision for outdoor sheltered seating with views across the sea.

Planning permission restricts opening times to between 9am and 10pm.

The facility must continue to operate primarily as a putting green, this amenity is part of a covenant applied to the property. The facility is expected to be available to tenants from May/ June 2024 (may be subject to change). Year 1 rent will be adjusted pro-rata.

The container will be fitted with connection to mains electricity, water and drainage. A basic fit internally will include the toilet, baby change, sinks, lighting, heating, work surfaces and sockets.

STC will continue to maintain the greens, this will be included in the lease.

The tenant will be responsible for rates and utility costs.

Prospective tenants are asked to provide a business plan for the facility and their experience in catering or running a similar facility. Please email your expression of interest to the Clerk: clerk@sheringhamtowncouncil.gov.uk by **5pm on Monday 1st April** for consideration by the

Assets Committee of Sheringham Town Council on Tuesday 9th April.

Please call 01263 822213 for further information if required.



EXPRESSIONS OF INTEREST INVITED

