



**TIVESHALL PARISH COUNCIL**  
**Minutes of Tivetshall Parish Council Meeting**  
**held at The Village Hall Tivetshall**  
**on Thursday 10<sup>th</sup> March 2022 at 7pm**

*These are draft minutes and will be approved at the next meeting*

**Present:** Councillors - Rob Alleguen-Porter (Chair), Julie Brown, Sandra l'Anson, Alyson Read. Carole Youngs, David Parsons

**Also Present:** Alan Arber (Clerk)

2 members of the public joined at 7.30pm

**1 Apologies for absence**

County Councillor Duffin and District Councillor Wilby sent their apologies.

**2 Declarations of interest on items on the agenda and consideration of requests for dispensations**

None

**3. Minutes**

**3.1 Minutes of the Meeting Held on 10<sup>th</sup> February 2022**

**It was agreed by all to approve the minutes of the meeting held on 10<sup>th</sup> February 2022**

**Proposed Councillor Parsons**

**Seconded Councillor l'Anson**

**3.2 Matters Arising 10<sup>th</sup> February 2022 meeting (information only)**

None.

**Public Participation**

County Councillor Barry Duffin had submitted his report via email to the clerk as detailed below. Council tax is confirmed as an increase of 2.99%. NCC are about to run a pilot scheme to reduce traffic congestion outside schools. Six schools in the pilot, 4 in Norwich and 2 in Wymondham. Long Stratton bypass still moving in the right direction as we wait to hear the result of the planning application which is with South Norfolk.

District Councillor Martin Wilby sent his report to The Clerk and it is attached to these minutes as Appendix 1

**5. Finance**

**5.1 To receive the balance of accounts and bank reconciliation Appendix 2**

**5.2 Receipts Since the Last Meeting**

No receipts

**5.3 To approve the following payments**

Alan Arber salary and back pay £437.63

HMRC £102.60

Community Action Norfolk £50.00

Alan Arber for Covid stands, hand dryers,

Blue Roll and laminating pouches £591.46

**5.4 Payments since last meeting**

Tiv Village Hall for meeting room hire £122.50

Inflatafun for Bouncy castle £160.00  
**Councillor Alleguen-Porter** **Seconded Councillor Read All agreed**

**5.5 To approve the internal control Policy**

It was agreed to adopt the Internal policy

**Proposed Councillor Youngs** **Seconded l'Anson**

**6.0 Reports from Clerk and Councillors**

**6.1 To receive the Clerk's report including the Handyman's report**

Sent to all Councillors as Appendix 3.

The Chairman advised that Gareth Hill had given notice of resignation due to his personal time constraints. The Chairman reported that a new candidate had come forward who would meet the clerk to talk through the vacancy at the next TTJ. Unanimously agreed to accept Gareth's resignation, thank him for the work he had completed. It was accepted subject to mutual agreement that the new candidate be offered a contract of employment.

**6.2 To Review and update the Community Plan**

The plan was reviewed and updated and is attached as Appendix 4

**6.3 To discuss Community Action Bulk Oil Scheme**

The Clerk had passed the details to the chair and it was agreed to get the posters from CAN and distribute them at TTJ and to put the details on the Noticeboards and Post office plus the website.

**6.4 To hear an update on the SAM 2 speed device and to consider any necessary action.**

Dudley Adshead had again provided the SAM report that all councillors had in their packs. It was noticeable that the traffic numbers had increased since the last report and the busy times were again around the school times.

**6.4.1 Receive and update on requests to reduce speed limits on Station Road and around the school, Village Hall and the Green.**

No update. The Clerk was asked to contact our County and District councillors on this issue asap

**6.5 To hear an update on the renewal of the playing field lease**

Councillor Alleguen-Porter commented that there was no update and it looked like as previously advised by the owners it will just roll on until they contact the Parish Council It is worrying despite the Chairman's continued requests, we had heard nothing yet The Chairman reported that he had written and emailed requesting a new rental agreement and also the possibility of purchasing the land. The emails had been opened.

**6.6 To discuss the Queen's Platinum Jubilee project and Councillors to decide on the design and agree contractor**

The Clerk had now obtained the 2 quotes for the Pond Project and outlined these to the meeting. It was agreed that we would go with the GLS quote as they had provided a wonderful plan of the project that all Councillors agreed is exactly what they required. The Clerk will start the application and circulate all councillors once completed before submission. The Clerk commented that he needed to get quotes for the benches asap

A meeting was held recently on the main celebrations and the report is attached as Appendix 5. It was noted that we had received notification of the first £200 grant application being successful.

Village hall will be having the Queens big lunch on the 5<sup>th</sup> June starting at 1pm with afternoon tea served around 1.30pm with the event finishing around 4.30pm with a pay bar and refreshments both hot and cold.

**7. Village Hall Report**

Councillor Read gave a verbal report. The written version was sent to the report to the Clerk. and is attached as Appendix 6

**8. Development of the Neighbourhood Plan – Update**

**8.1 Progress to date**

Councillor Read produced a detailed report for the meeting and it is attached as Appendix 7

## 9. Planning

9.1 To hear a report on planning applications determined by South Norfolk District since last meeting

2022/0188 land east of Bonds Road

Outline planning for new bungalow

Many comments had been received from parishioners who had also sent them to the Planning Officers at SNDC and there are many issues detailed around the proposal. Comments on the area being old common land did not really stand as the that area had not been common land for many years. The Chair commented that he had concerns on this application when it first came out due to the flooding issues. There was also concern by all Councillors that there was no access road in or out identified. This is required for Outline Applications the Chair further commented that considering the application against the emerging Neighbourhood Plan it does meet the linear style of the village supported by the majority of residents via the consultation process. Based on the application as submitted it was agreed to object to this planning application until more detail is provided.

**Proposed Councillor Alleguen-Porter**

**Seconded Councillor Read**

2022/0411 Elm Tree farm School Road Tivetshall

Change of use of land to residential curtilage and replacement of existing Nissan huts with domestic storage and agricultural storage/workshop space.

**Planning Application All councillors agreed to approve.**

9.2 To hear an update on Planning enforcement issues

2021/8305 Cherry Tree Barn Lodge Road to have a further visit from the Planning Team on the proposals to fully assess.

2022/8122 Thistledown farm, Station Rd Tivetshall now closed as notice complied with

2022/8140 Mardle Hall Rectory Rd now closed as notice complied with

## 10 To consider Outstanding and new Highway issues and to consider any necessary action

The Clerk reported that all items on our highway's spreadsheet had been reported. Some items had been finished and others were ongoing. The tree issue on Sheckford Lane and the recent fly tipping issues had been added and reported to the relevant agencies at SNDC and NCC Highways.

Clerk to contact Highways on the sign on Star Lane that is in the west side ditch. It needs removing and/or replacing and installing.

Stoney Road sign on the corner of Grove Road and Stoney Road has been damaged and possibly missing. The Chair stated this had happened on more than one occasion. Clerk to ask SNDC to review its position replacing further back as tractors keep damaging it.

## 11 To hear an update on the action re the Moor Road BOAT (byway open to all traffic) 36

An email had been received on this from Burston and Shimpling. Discussion took place and of the two options it was agreed to wait and see what will happen moving forward. The Clerk to advise Nigel Frankland (Chair of Burston & Shimpling PC) of Tivetshall decision.

## 12 Training

The Clerk reported he has completed his year-end training. The Clerk to look at GDPR training for all Councillors with NPTS and to book himself on SLCC Norfolk branch conference.

## 13 Correspondence

The following correspondence was received and noted and had been sent to all councillors in advance of the meeting.

Lots of email on Planning application 2022/0188 objections that the Clerk would not??? Put??? on the planning portal

Neighbourhood plan documents

Speed report from Dudley Adshead

Email from a parishioner thanking the council for getting the issue with Tree on Sheckford Lane dealt with

Speed report sent to Police

GLS updated and plan quotes for Pond and Village Green work

Notification of Clerks 2021 Salary award and it being backdated to April 2021

NALC bill received but email sent back saying we would not be taking up their services

NPTS bill for annual charge for upcoming year

Planning applications

Cockrow article request

Notification of £200 grant for Queens Platinum Jubilee celebrations

Bouncy castle booked.

Email from Gareth to say he is struggling to carry out his duties

Village Hall insurance and best place to get it from Chairman

Email from parishioner offering his companies printing services for any items we need for Queens Platinum Jubilee celebrations

Invoice for Village Hall hire for meetings of Parish Council

Next litter Pick same day as the jubilee. It was agreed to change date to 29<sup>th</sup> May to have tidy village for the Jubilee Holiday Weekend

Barry of Excite to do early grass cutting of the village shortly before Jubilee weekend.

**14 To receive any urgent items for information and to consider items for the next agenda**

Photos of the parish team

Speeding issues on Station Road

Promotion of village Litter Pick.

Flooding

CPRE Financial request

**15 Date of Next Meeting**

Thursday 14<sup>th</sup> April 7.00 pm, Tivetshall Village Hall

Meeting closed at 8.30 pm

Norfolk stands ready to welcome Ukrainian refugees fleeing the conflict in their country, the leader of the County Council has pledged. Andrew Proctor (leader of the council) told a meeting of County Halls cabinet that the humanitarian cost was “truly horrific and it would only get worse”. He said: “Norfolk County Council stands ready to help Ukrainians refugees wherever we can, working with the UK government to support its settlement programme. In the meantime, our people from Abroad Team are making preparations for refugee settlement in our county”. We are advising the best way for our residents to help are to make cash donations to agencies like the Red Cross and Disasters Emergency Committee Ukraine appeal.

Well done to Terry Pegg and the Harleston and District Royal British Legion for holding the memorial service on March 9<sup>th</sup> to commemorate the seven young men that lost their lives in the two aircraft crashes in 1942. It was good to see so many people attending the service at the War Memorial remembering those brave young men. It reminded me of my father who flew the Wellington Bomber during World War 2.

Adult Learning operates the cutting edge of the further education sector and successfully secured over £1 million of new funding to Norfolk in 2021, firstly as a sector lead in the use of technology in education and, secondly to enable the implementation of a new construction and environmental curriculum, responding directly to the needs of Norfolk's economy. The funding will enable the service to establish two new construction training hubs in Norwich and King's Lynn that respond directly to the future skills needs of the county, with a real emphasis on skills that support a green and sustainable economy. Adult learning continues to provide a wide range of innovative learning programmes that Norfolk residents both welcome and benefit from. With the delivery of 50% of courses online, the service has developed a sustainable delivery pattern, combining online with a local physical presence through the development of training venues in libraries.

We established the Parish Partnership scheme to give local communities the opportunity to directly influence the programme of small highways improvements. This year's Parish Partnership scheme will see 153 small local schemes, delivering what communities tell us they need. This includes trod, village gateways, bus shelters and vehicle activated signs. The way the programme is funded, with Town and Parish Councils making a contribution, means that we can more than double the impact of the funding we make available. This year, our proposed contribution of £674,739 and a Safety Camera Partnership contribution of £62,744 to this local investment programme, will support the delivery of schemes totalling £1,493,057.

Younger residents from across Norfolk will get the chance to learn vital skills with the welcome return of children's safety programme Crucial Crew. Crucial Crew is a multi-agency safety education event for year 6 children across Norfolk. The programme involves the RNLI, Norfolk Constabulary and HM Coast Guard to stage fun, engaging and informative safety events for students to learn about safety but experiencing risk in a safe, controlled environment. Cabinet member Margaret Dewsbury said “Crucial Crew offers valuable, educational resources from public sector experts for local children which will help keep them safe in years to come. We are so pleased to be able to return to face-to-face events as these prove to be invaluable to Norfolk's children.

Best Wishes  
Martin

Appendix 2

**Summary of Financial Position**

Bank Reconciliation @ 1st March 2022

Bank balance - Unity	£19,497.32
Less unpresented cheques	£ -
Total	
Cash book	£ 19,497.32

Payments made in Jan	£ 1,274.92
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Payments made since the last meeting

17/02/2022 Inflata Fun	Bouncy Castle	£ 160.00
17/02/2022 Tiv Village Hall	Meeting room hire	£ 122.50

Total payments since last meeting	£ 282.50
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Total receipts Since last meeting

Payments to be agreed at this meeting

10/03/2022 Alan Arber	Clerks salary Dec	437.63
10/03/2022 SNDC	Dog Bins Annual Charge	1,592.64
10/03/2022 Community Action Norfolk	Annual subscription	50.00
10/03/2022 Alan Arber	Payment for covid items	541.96
10/03/2022 HMRC	Tax and NI	102.60
	Total	2,724.83

Represented as:

Neighbourhood Plan - Locality	4,715.45			
Neighbourhood Plan - SNC	2,560.00			
Covid Grant	149.79			
CIL	344.42			
General Reserves	9,002.83			
VAT yet to be reclaimed	89.15			
Vat Reclaimed	421.75			
		£ 16,772.49	19,497.32	0.00

Tivetshall Parish Council

### Clerks Report

This has been quite a busy month for me with two visits to TTJ and also starting the training off for Councillor Sandra l'Anson who now joins me at TTJ and we both enjoy this immensely.

As regards the parish we are in planning for a new project for the village green and pond area and I have started the process and will hopefully have the grant application ready in time for the meeting.

One of our contractors has provided a wonderful plan of their proposals but we have not heard from the other contractor on our request to provide such a plan so it looks like we will be going with the first option but will need to look for benches as they are not included in the quote so I will need to build these into the grant application.

I have also been looking at alternative funding to fix our dilapidated village sign but so far, my efforts have met with little assistance so I will either add to the heritage grant application around the pond and green project.

My normal work has seen a few issues arise but we are happy to report the fallen tree on Sheckford lane has been dealt with and I am working on getting the mud cleared on Gissing Road near where the beet lorries pull in and also get highways to look at the damaged pull ins.

Dudley Adshead has again downloaded the Speed Awareness machine which was located on Rectory Road and it makes interesting reading with the highest speed recorded on 6/2/2022 at 60 mph which is very worrying. A total of 6128 vehicles have been recorded during the time the speed sign has been up with the peak time of 9am seeing 24 vehicles using Rectory Road and at the peak time of 5pm being 37 vehicles. I will submit this to our county and district councillors for their attention and I thank Dudley for his continued great work with the SAM 2 machine.

The parish council along with the village hall is planning for a grand event for the queen's platinum jubilee celebrations and the parish council have secured their first grant from South Norfolk District Council of £200 which we will receive in early April. The parish Council have also paid for a bouncy castle for the Jubilee celebration event and are pleased to do this.

Finally, we have some money left in our Covid grant and I will be using this to provide new hand dryers, mobile sanitiser stands that can be moved around at events in the parish and some other items to ensure we use all the grant monies and not have to pay it back.

### Handyman's Report

No report from Gareth except he is back working normally

## Tivetshall Parish Council, Community plan.

We as a council have agreed to focus on and deliver the following projects and actions for the coming year (Jan 2022-Jan 2023)

Project	Why	Agreed Actions	Progress	Councillor /Clerk Lead	Date to be completed
Speeding	To reduce speeding within our villages	Installation of SAM2 machine and associated equipment as the lead PC, in partnership with Burston and Shimpling PC. Possibility of having our own SAM2 using the Parish Partnership	Ongoing with reports submitted at Parish council meetings	Dudley Adshead/ Clerk	Ongoing Speed checks undertaken
		To ask for the area around the school and Village green to become a 20-mph speed limit and to request the speed limit on Station Road be lowered to 50 mph	Email to be sent to Martin Wilby on this issue ASAP	Clerk/ Carole	Ongoing
		Speed monitoring by police requested along Station Road. Clerk is submitting the reports to The Police.			
Playing Field	Playing Field lease expires in 2022, PC not able to plan longer term.	PC to discuss with landowner and identify whether a new lease is likely to be agreed.	Initial contact made with landowner.	RA-P	March 2022
Pond Area/Village green Heritage project	Clerk to Look at getting a quote for the work needed to make the area safe	Quote obtained and awaiting discussion with County Councillor regarding funding via his grant/ 2 new quotes obtained and clerk looking at producing the grant application in early Feb for submission for application	Quote with BD and discussion ongoing on the area/Work with GLS on this asap	Clerk/JB	June 2022
PC Website	Clerk has undertaken website Training	New website will be updated by Clerk and Rob. NH Plan on website. Sandra to be trained on this	New website up and running	Clerk/RA=P /SI	Ongoing
TPO (tree preservation orders)	Parish Council to look at trees that need a TPO	Councillors to look around Parish at all trees to see which need a TPO (tree preservation order) allocated to them	Councillors to liaise clerk with clerk on their findings	Clerk/ CY/DP/SI	Ongoing
Parish Maintenance	Parish Council maintenance for Gareth to attend too	Tasks given to Gareth to attend too Put up Covid plaque	Gareth to Liaise with Clerk when tasks are completed	Gareth/ Clerk	Ongoing



		<p>Move Moulton Road Noticeboard to Alyson Read for Renovation and re-site old rectory road at Moulton Road</p> <p>Look at issues with benches on village green and repair</p> <p>Clean Parish gates on Station Road</p> <p>To look at Play area and undertake all work detailed in play inspection report</p>			
Emergency Plan	Power cuts of over 6 hours, adverse weather i.e. Snow, other incidents can leave vulnerable people needing assistance	Emergency plan letter letters all gone out and we have had a reasonable response on this and have lots of good information being collated by co-ordinator.	Draft agreed	RA-P/Clerk	Ongoing
Queen's Platinum Jubilee	To arrange Community Events to celebrate the Queens Platinum Jubilee	To look at the possibility of funding for events for the queen's platinum jubilee and also to look at the type of events we can hold in the parish	Initial Planning	Clerk/ All Councillors	Ongoing
Correspondence	Parish Correspondence	Clerk to report all correspondence that the Parish email receive to Parish Council meetings and send to councillors for action	Ongoing Monthly	Clerk	Ongoing
Development of Neighbourhood Plan	To help Tivetshall have more control over planning within the Parish	Neighbourhood plan is at stage Reg 14 completed. Pre-Submission stage - Plan documents sent to SNDC.	Neighbourhood plan is ongoing	AR/JP to attend AR to lead	Ongoing

Signed ..... Chairman

# Appendix 5

## The Tivetshalls Jubilee Celebrations

Minutes – 8<sup>th</sup> March 2022

1. Introductions

None

2. Outline current program for the Jubilee Weekend

a. Parish Council – Village Green and Tree Planting

- Confirmed that we will hold the tree planting on Saturday 5<sup>th</sup> June time to be confirmed near the date
- It was decided that we should find the longest resident currently living in the village to have the honours of planting the Tree
- Rob outlined the Village Pond Jubilee project the PC where we intend to replace the current deck with a new one, tidy up all around the pond area and then plant trees around the area with a trod path for people to access the area. A plan is currently being drawn up and applications are being submitted for grants to help fund the project.
- The PC is also looking to repair the village sign

b. Village Hall – The Big Lunch/Afternoon Tea

- The big lunch is to be held on Sunday the 6<sup>th</sup> June.
- It was decided that the day would commence at 13:00 with the afternoon Tea being served at 13:30.
- There will be a Pay Bar running from 13:00 until 16:00 (Drinks to be confirmed but thinking about Beers, Lager, and then either wine or Pimm's).
- Tea, coffees and soft drinks will also be available to purchase throughout the afternoon.
- The PC has provided a bouncy castle for the children to use

3. Open discussion on developing the day to include FOTS involvement

- It was agreed that it would be nice to ask residents of Tivetshall if they have any old photos of previous Jubilee's celebrated within the village including the Coronation itself (1952, 77, 2002, 2012.) Alyson/Ros to ask Mary and Suzanne. FB post asking residents.
- It was agreed that we would run a Craft a crown competition for both Children and Adults (16 +) Rob to advertise on FB and Web. (Prizes etc to be agreed)
- We would like FOTS to run additional Children's Games and possibly a Tombola
- We would also like the School through FOTs to get the school children to make Flags and bunting for the tables. Rob to make request.

4. Are there any other village organisations that could get on board
  - Possibly ask the Art Group who use the VH if they would run Pin the Queens Crown competition.
  
5. Agree actions for each group and set date for follow up meeting.
  - Rob to put FB post together looking for Longest current resident of Tivetshall. TTJ team to ask around as well
  - Alyson to FB post for pictures of previous Jubilee and coronation celebrations
  - Rob to ask FoTS and Head teacher reference Flags and Bunting for tables. Also get confirmation if FoTS can run games and possibly a tombola
  - All – 11/12 Volunteers required for the day (In addition to the FOTS team)
    - 2 for Bouncy Castle
    - 2 for Bar
    - 1 for Carpark
    - 6 for Catering
    - 1 Float
  - Alyson to ask Pete if he would be available to be official photographer for the day
  - Rob to take up Primrose press's generous offer of providing all the marketing free of charge.

**Tivetshall Village Hall Management Committee  
Report to Parish Council meeting on 10<sup>th</sup> March 2022**

**TTJ (Tivetshall Tea Junction) Pop Up Café** – Open 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month 10-12.30pm

**Maintenance Work**

Aluminium Noticeboard – new backing board fitted by David. Notices to tidied up and kept up to date.

Garden: Large plant removed by front door replaced with Viburnum shrub. Sue and Brian Fletcher funded Brian Anderson to carry out the gardening work including all the necessary weeding.

Décor – The redecoration of the main hall and of the whole refitted kitchen is complete. High standard of workmanship by

PAT Testing: Completed and invoice paid. Xmas lights and Bowls kettle failed and have been removed from the premises.

Hive System and Outside Lighting: The Committee has agreed to accept one of the quotes. The exterior lighting is being replaced as one sodium light has failed. We are adding an extra light in vicinity of the Front Door and all the 3 units will have cameras included. This will give 360o security camera coverage for the hall and a reduction in insurance premiums should be achieved. The new lighting will be more energy efficient and consequently reduce our electricity costs. The hive system will be installed at the same time and will enable Committee members to raise the room temperature prior to hire times in response to requests from regular groups. It will also enable checking that heating has been turned down to 10oC when the hall is not in use.

Exterior Pathways: These have been pressure washed by David and Janine has reinstated the painted edging white line. Reducing likelihood of slips and trips.

Fire Extinguishers: All units have been safety checked. Full compliance in place.

Fire Risk Assessment: Whilst we await the report we have added a smoke alarm to the left of stage cupboard as it now contains electrical equipment.

Oil Tank Protective Fencing: This had blown down in the wind. The 3 post length was promptly repaired with new posts and existing rails by John. The gatepost to the play field is damaged and this will be replaced once a new post has been purchased.

All the maintenance work with exception of redecoration and fire extinguishers has been completed by committee members or their partners on a voluntary basis.

Table Storage Trolleys to be purchased. Checking suitability of different types.

Air Handryers: More energy efficient and hygienic hand driers ordered. Funded via the Covid grant to the PC.

**Events for 2022 –**

Craft Fayre – 5<sup>th</sup> March: Very successful day for the hall funds. Unfortunately weather was grey and damp. 34 craft stalls plus Kebab Van and Gin stall. Many visitors from outside the village. Raffle raised £149; The stalls £310 and the Kitchen refreshments brought the total takings to £680. A small amount of expenses to be taken from this for refreshment ingredients. We were joined by a number of residents who helped make this the success it was. From advertising, to setting up, parking, to running raffle, baking, serving and clearing up in kitchen and clearing down the hall. Without the volunteers the committee members would not be able to run events of this size. A big thank you to them.

Jazz night (Saxophonist and Pianist Duo) 14<sup>th</sup> May. Advertising via social media and the posters and leaflets. Only a few tickets sold to date. First live music event by the hall for many many years.

7.30pm start with a break half way through for refreshments; 80/20 split on tickets sold, so no risk to village hall; £10 per ticket, under 15s free. We agreed a maximum of 100 people. Would like them to be seated at small tables but we don't have any! The village hall will run a bar to raise funds and start selling tickets at the Craft Market and

at TTJ.

Queens' Platinum Jubilee: A meeting was held on Tuesday 8<sup>th</sup> March to start the formal arrangements. The outgoing Chair of FOTS was unable to attend due to work commitments. The new FOTS committee members are keen to get involved.

Decisions made: We will be taking part in the national 'Community Lunch' on Sunday 5<sup>th</sup> June.

The Parish Council has booked and has funded a Bouncy Castle free to use on the day.

VHall: Times: Open 1pm. Refreshments from 1.30pm. Food will consist of sandwiches, sausage rolls, cheese scone, fruit scone maybe a little more, teas, coffees and soft drinks. Paying Bar.

VHall: Ticket prices £5 each with under 5s £2. Food will be served as a complete covered plate. All china crockery and metal cutlery. Childrens' food will be assembled in a carton. Target is for an affordable afternoon of entertainment accessible to all village residents.

FOTS or the School: School age children are to be asked to make decorations for the tables and the hall in general.

VHall: Intention is to show the TV celebrations via the new screen and projector.

FOTS and VHall: Games: In the formal pack a suggestion of Pin the Crown on the Queen – Alyson to ask Art Group if they can help provide items for this. A Craft Crown competition split into Adults and Childrens' categories.

FOTS and VHall: Volunteers required to make/assemble food on the morning, staff the bar, staff the kitchen, organise parking, supervise the bouncy castle use.

Propose to display photographs (or copies) of previous jubilee celebrations in the village and maybe coronation and jubilee artefacts for interest on the day.

Future updates will be given via the Jubilee Organising Committee Report.

July - It was agreed to look into holding a Psychic night.

September/early October - Craft/Food Fayre

Music Night - A response from Dave Thomas was reported, in which he stated that he might be free for a live music evening later in the year. To be discussed at a future meeting.

Film Night

**Next meeting – 22nd March at 7pm on Zoom**

Alyson Read

Chair - Tivetshall Village Hall Management Committee

## Neighbourhood Plan Report to Parish Council Meeting Held at 7pm on 10<sup>th</sup> March 2022

All documents which form our Neighbourhood Plan have been accepted as accessibility compliant by SNDC. We should have been on target for it to go to SNDC Cabinet on 14th March.

The Parish Clerk has circulated our District and County Councillors with details of the Steering Group reasons for including Policy Tiv 1 (3 smaller sites) which is in contrast to the Planning Officers preference of 1 site for the 25 new homes under the Village Cluster Plan. I have, as recommended by County Cllr Barry Duffin, sent an explanatory email to the Chair of the Regulation and Planning Policy Committee.

Rachel Leggett and I attended the SNDC/Broadland Council Quarterly NPlan meeting on 9<sup>th</sup> February. I have attached the council notes of the meeting. In particular there is interesting information regarding Dark Skies and a CPRE NPlan statement for groups to use.

Item 3 refers to a previous meeting where Eastern Community Led Housing was presented. Unfortunately I was not able to attend. However I requested and received the presentation slides. I am also attaching these.

Finance – Alyson and Alan Arber worked together to produce an up to date spreadsheet which is attached.

No further meetings of the Steering Group were planned until after SNDC respond to our documents. SNDC/Broadland Officers have emailed us giving their comments on our pre-submission documents. There are a large number of requests for amendment. The Officers still do not accept our Tiv 1 Policy of 3 smaller sites for the 25 new homes required within the evolving SNDC Village Clusters Plan. We are meeting as a Steering Group on Tuesday 15<sup>th</sup> to consider our position and make amendments if we can. I have also sought clarification on the route through SNDC as the Officers and our Consultant are indicating the documents go direct to Cabinet.

Alyson Read – Chair Steering Group

Attachments:

SNDC/Broadland Quarterly NPlan meeting 9<sup>th</sup> Feb 2022

Eastern Community Led Housing Presentation slides

Neighbourhood Planning Network Meeting Notes

Wednesday 9<sup>th</sup> February 2022 18:30 via Zoom

**Present:**

Ali Wakeman	Burston & Shimpling	Adrienne Watts	Tasburgh
Tim Curtis	Buxton with Lamas	Jill Casson	Tasburgh
Shelia Beckett	Hales & Heckingham	Alyson Read	Tivetshall
Steve Thompson	Hingham	Richard Squires	BDC & SNC
Carla Petersen	Loddon & Chedgrave	Vicky West	BDC & SNC
Claudia Dickson	Reedham	Rachel Leggett	Consultant

**1. Welcome and Introductions**

RS welcomed the group followed by a round of introductions

**2. News roundup**

RS gave a brief round up of local news, including that we currently have 16 Neighbourhood Plans adopted in Broadland, with 6 in progress and 5 Neighbourhood Plans adopted in South Norfolk with 7 in progress. Long Stratton NP the most recent Plan to be adopted.

Greater Norwich Local Plan - The hearing sessions are on now for the 'high-level' parts of the GNLP, then there will be a two-week break. The hearing sessions for the Part 2 site allocations starts on 1<sup>st</sup> March. All the sessions are being held virtually. You can view past sessions and watch live on YouTube. The YouTube link can be found here: <https://www.gnlp.org.uk/local-plan-examination-local-plan-examination/examination-hearings>.

Village Clusters Housing Allocations Plan - Planning officers are in the process of assessing the approx. 2,500 comments and 60 new or significantly amended sites that were submitted during the Regulation 18 consultation in Summer 2021. We are currently undertaking a Technical Consultation on the new/amended sites with bodies such as Norfolk County Council Highways, the Lead Local Flood Authority, the Environment Agency, Historic England etc. and are working with specialist consultants on updating the supporting evidence in the Sustainability Appraisal, Water Cycle Study and Strategic Flood Risk Assessment. The next stage will be publication of the Regulation 19 Pre-Submission version of the Plan, which we will be seeking comments on during a six week period in the summer, before submitting the Plan to the Secretary of State for independent Examination by a Planning Inspector.

Nationally, Locality have release their latest Newsletter (you can sign up at [neighbourhoodplanning.org](http://neighbourhoodplanning.org)) containing articles on ensuring your NP is in general conformity with strategic policies in local plan, NDOs, Design in Neighbourhood Plans and top tips in relation to NP surveys and questionnaires.

The Department for Levelling Up Housing & Communities (DLUHC) are running a national pilot initiative in various communities, to encourage neighbourhood planning in urban and deprived areas. Also trialling a 'Simpler Approach to Neighbourhood Planning' in 7 communities. Whilst we are not involved in this, it will be interesting to see the outcome.

The proposed planning reforms have been put on pause by the Government, having proved quite controversial. However, the Planning Bill is expected sometime this year. The new Levelling Up White Paper talks about 'widening

the accessibility of neighbourhood planning' and recognises their role in creating design codes for neighbourhoods. As soon as we learn any more we will feed this back to the NP Network.

### 3. Feedback after presentation on Community Led Housing from Eastern Community Homes

At the last network meeting we received a presentation on community led housing from Eastern Community Homes. Following on from this, we thought it would be interesting to hear if any groups have decided to pursue this option. There was positive feedback on this topic from those in attendance, but it was felt it is still too early for many of the groups to explore as part of their projects.

### 4. Web content accessibility guidelines & neighbourhood plans

SNC and BDC require submitted Neighbourhood Plans and supporting documents (except for those produced by third parties, such as AECOM) to be web accessible. This is not only because the respective parish/town council has a duty to comply with the accessibility legislation, but because these documents will also need to be published on the district council's website. We have spoken on this issue before, but thought it might be useful to share a few short videos on the subject;

1. [Accessibility regulations for online public services - YouTube](#) produced by Government Digital Service. (Also applies to documents uploaded to websites)
2. [Accessibility guidelines - YouTube](#) produced by Hassell Inclusion
3. [Accessible Word documents - MOS Word - Core 11/15 - YouTube](#)

The Government Digital Service have produced a series of helpful videos on this subject and you can find this online (<https://www.youtube.com/channel/GovernmentDigitalService>).

### 5. CPRE Dark Skies Mapping

RS explained to attendees that we have recently been made aware of a resource provided by CPRE that allows you to use interactive mapping to look at light pollution in your area. With Norfolk being the 8<sup>th</sup> darkest county, many neighbourhood plans in Norfolk look to include policies that seek to protect dark skies.

Nationally light pollution is growing by 2% each year and causes problems with misdirected light and has impacts on human health and wildlife. There is currently no national law to prevent these impacts. You can access the website and the mapping here: <https://nightblight.cpre.org.uk/>

CPRE have also provided some guidance on including light pollution policies, and this has been included in the recent [Holme Next Sea NP dark skies policy: HNTS 20: AONB Landscape Quality](#). You can also view CPRE Norfolk Standard Light Pollution Clause ([www.cprenorfolk.org.uk/light-pollution](http://www.cprenorfolk.org.uk/light-pollution)) which includes requirements for external lighting to be fully shielded, directed downwards, no dusk to dawn lamps, and the use of white light, low energy lamps.

### 6. Neighbourhood Plan issues/questions

The subject of the Government white paper on planning reforms was raised and the intention to include a 5% allocation for self-build on plots of 40 houses or more. It was acknowledged that this is referenced but as yet there is no further detail on whether this will be included.

*Can there be clarification on issue of allocating housing numbers in NP when a Local Plan has already done so?*

If the Local Plan has already allocated a number and identified sites to meet that need there is no requirement for the Neighbourhood Plan to duplicate that or reference those sites in their NP. What an NP can do is find smaller sites and allocate those for additional development to meet an identified local need. For example, if as part of evidence gathering, a Housing Needs Assessment found there was a need for particular demographic, e.g. sheltered housing then the Neighbourhood Plan can potentially find a site for a small number of homes to meet that need. This would



be in addition to the allocations in the Local Plan. It also doesn't necessarily need to be housing - it could be a site for an identified community use.

*Any news on the Locality funding announcement as yet?*

The new funding cycle has not yet been confirmed, but we would be very surprised if there isn't funding in some form due to the popularity of NPs and continued push on them. Others stated that when they had spoken to Locality recently, whilst not being able to confirm, they gave an indication that it is likely.

*Is it right that GNLP states that every Parish should take up to 5 homes extra outside of allocations?*

Believe this is referring to windfall policy 7.5 allowing smaller villages up to 3 dwellings and larger villages up to 5. Windfall is extra development that is delivered but unexpected/not allocated within the local plan. The intention behind this policy is to allow areas not identified for development to have opportunity to grow in a managed way.

*Can evidence in an emerging NP carry any weight against a planning application when it comes in?*

This will depend on what stage the NP has reached. There is guidance on this as to how much weight can be attributed to the NP. One key issue will be the extent to which there are unresolved objections to relevant policies within your plan. This is only likely to be demonstrated once you have passed the Reg. 14 pre-submission stage. If your plan has reached submission stage then this will hold more weight than a plan in its early stages. Legislation states that a local planning authority must have regard to a post-examination draft Neighbourhood Plan, so far as material to the application.

## **7. Topics for next time**

RS thanked all for attending, and hoped attendees found it useful. These meetings are run on a quarterly basis, but we would like to hear if there are any particular topics for discussion that the group would be interested in.

There was some interest in an environmental focus/ecological elements due to parishes' proximity to SSSIs, so we will look at options for a presentation/discussion on baseline assessments and policies related to protection. There was also mention of some further guidance in terms of web accessibility.

## **8. Close**

The meeting closed at 20.00.