



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524

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Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on

Monday 11th September 2023 at 7pm at the Pavilion, club room.

1. To receive apologies for absence
2. To receive disclosures of interest and dispensations
3. To allow members of the public and district and county councillors to speak - max 20 Minutes
4. To approve the minutes of the meeting held on 10th & 31st July 2023
5. To note the Clerks report.
6. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 10th July 2023
 - b. To note all credit card payments since 10th July 2023
 - c. To note the conclusion of external audit by PKF Littlejohn.
7. To review payments made to Churchyards for maintenance and discuss and decide on a potential increase.
8. To note any development regarding St Mary's Churchyard.
9. To discuss and decide on items required by Long Stratton Football Club.
 - a. Additional fridge freezer
 - b. Seating for spectators
 - c. A barrier MUGA side, removable outside of playing season.
 - d. Floodlights
 - e. Storage of full-size goals
10. To discuss and decide on supporting Speed Watch through promotion via newsletter, social media and the website – Cllr R Ciorra
11. To discuss and decide on widening traffic surveys from Flowerpot Lane to the rest of Long Stratton and to be linked to the website via survey monkey or alternative reporting – Cllr R Ciorra
12. To discuss and decide on declaring a Climate Emergency – Cllr R Ciorra
13. To discuss and decide on a 'Changing Places Toilet'.
14. To note minutes from the following committee meetings.
 - a. Finance and Policy Management
15. AOB (not for discussion)
16. To close the meeting to Press and Public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
17. Staffing matters
 - a. Apprenticeship
 - b. To discuss and decide on delegating powers to the interview panel to appoint.



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MINUTES OF FULL COUNCIL MEETING HELD ON 10th JULY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Judith Baker, Helen Dickerson, Susan Smith, Diane Woodham, Andrew Lansdell, Robert Mackenzie, David Willis and Robin Ciorra

1 Members of the Public

Clerk Becky Buck

1. To receive apologies for absence

Councillor Pochin gave apologies due to a prior commitment which were accepted by the Council. Apologies were also received from District Councillor Race and County Councillor Thomas.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

3. To allow members of the public and district and county councillors to speak - max 20 Minutes

A member of the public, representing the football club came to discuss the clubs aspirations and what the pitch requirements of that league is. The Clerk advised that, due to the request not being on the agenda, the Council couldn't make a decision, however it can go on September's agenda and it gives both the football club and the Clerk time to undertake some research so all options are explored. The items for further research are as follows.

- A new fridge to be stored in the Official Rooms
- Repairs to the freezer in the kitchen (Clerk to confirm if under warranty)
- A spectator stand to be placed by the MUGA
- A 4th barrier on the playing field
- Room hire on the 25th July (this was confirmed as ok by the Clerk)
- Compound behind the container
- Feasibility for flood lights (organised by LSFC)

4. To approve the minutes of the meeting held on 12th June 2023

The minutes of the meeting held on 12th June were approved by the Council and signed by the Chairman as a true record.

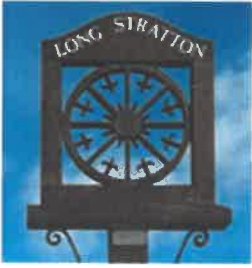
5. To note the Clerks report.

The Clerk's report was noted.

6. Finance and Governance

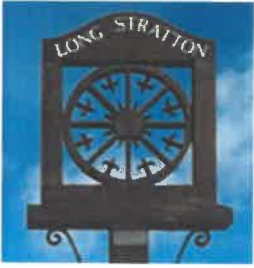
a. To note and authorise income and expenditure through Unity Trust Bank since 12th June 2023

The payments were noted and authorised and the payment list was signed by the Chairman as a true record.



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- b. To note all credit card payments since 12th June 2023**
Credit card payments were noted by the Council and the Chairman signed the payment list as a true record.
 - c. To discuss and appoint an internal auditor for 2023-24**
It was agreed to appoint Trevor Brown as Internal Auditor for 2023-24. It was noted that it is best practice to change Internal Auditor every 3 years and therefore a new auditor will be required for 2024-25.
- 7. To discuss and decide on adopting the following policies**
- a. Health and Safety**
This policy was adopted by the Council.
 - b. GDPR**
This policy was adopted by the Council.
 - c. Credit Card**
This policy was adopted by the Council.
 - d. Petty Cash**
This policy was adopted by the Council.
 - e. Co-option**
This policy was adopted by the Council.
 - f. Access to information / Freedom of Information**
This policy was adopted by the Council.
 - g. Scheme of Delegation**
This policy was adopted by the Council.
 - h. Document retention.**
This policy was adopted by the Council.
 - i. Child and Vulnerable people.**
This policy was adopted by the Council.
- 8. To discuss and decide on incorporating the planning committee into full council meetings.**
Following a lengthy discussion; it was agreed that the planning committee was still important however if there was an odd planning application, this could be incorporated into full council.



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9. To discuss and decide on car park risk assessment.

Following a lengthy discussion; it was agreed to leave the risk assessment as it is with actions to include 'potential for a walking bus' and a 'liaising with the local schools to create a walk and bike to school campaign'. The Clerk will look at the legislation regarding minimum car parking space and will bring the information back to September's meeting.

10. To receive a report on Community Engagement plan.

Councillor Lunness gave a verbal update on the Community Engagement plan. It was agreed to research doing a leaflet drop to gain support and the Council will co-ordinate those in need and the volunteers.

11. To discuss and decide on the progressing the following items from the action plan

a. Tourist information style leaflet

This was agreed by the Council.

b. To actively search for land for

i. Dog walking area

This was agreed by the council, it was noted that this would be relevant when the planning application progresses.

ii. Burial space

This was agreed by the council.

c. Pedestrianizing The Street following delivery of the bypass

This was agreed by the council.

d. Review the Border Hopper service and how we can enhance the service for residents

This was agreed by the Council.

e. Car park

This was agreed by the Council.

f. To review the action plan and carry out additional consultation work.

It was agreed to carry out further consultation with the community.

12. To note minutes from the following committee meetings.

a. Staffing

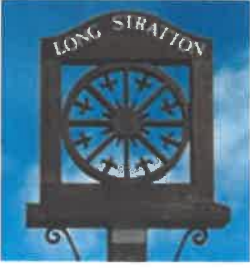
The minutes of the meeting were noted.

b. Leisure and Pavilion

The minutes of the meeting were noted.

i. To discuss and decide on recommendations from Leisure and Pavilion.

Following a lengthy discussion; it was approved to purchase a youth shelter for £15,295 exc VAT by 8 votes to 1.



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c. Events

The minutes for the meeting were noted.

i. To discuss and decide on recommendations from the events meeting.

There were no recommendations made, it was noted that office staff will be issuing a letter to businesses to garner support for the Christmas event and results will be available in September.

13. Upcoming meeting dates

a. Finance, 23rd July 2023 @ 7pm

It was confirmed by the Clerk that the Finance meeting was rescheduled to the 17th July 2023.

14. AOB (not for discussion)

Councillor Mackenzie advised that he had attended a meeting regarding the bypass. He reported that it is important that the Council make contact with the contractor awarded with the delivery of the bypass. The Clerk confirmed that the time scale for appointment of a contractor was at the end of the calendar year.

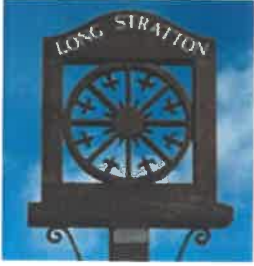
15. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)

The meeting was closed to press and public.

16. To discuss and decide on staffing committee recommendations.

It was agreed to provide the admin assistant a permanent contract, 15 hours per week on the current rate of pay.

With there being no further business, the Chairman closed the meeting at 21:37



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MINUTES OF FULL COUNCIL MEETING HELD ON 31st JULY 2023 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Kelly Lunness, Mathew Pochin, Judith Baker, Susan Smith, Diane Woodham, Andrew Lansdell and David Willis

County Councillor Alison Thomas

Clerk Becky Buck

- 1. To receive apologies for absence**
There were no apologies of absence received.
- 2. To receive disclosures of interest and dispensations**
There were no disclosure of interest or dispensations received.
- 3. To receive a progress update on funding for a youth worker.**
The Clerk shared the application form which was supported by the Council. The Clerk advised that the outcome would be received by the end of August.
- 4. To discuss and decide on supporting a youth worker if successful.**
The Council agreed to support a youth worker.
- 5. To receive a progress update on South Norfolk House.**
A verbal update on the bids for South Norfolk House was provided. The Clerk is continuing to work closely with the Community Bidder.
- 6. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)**
The meeting was closed to the press and public.
- 7. Staffing matters**
The Clerk advised that that Emma Blizard was leaving the Council. Following a lengthy discussion; it was agreed to recruit an apprentice with day release at city college doing an NVQ Level 3 in Business Administration.

With there being no further business, the Chairman closed the meeting at 19:52

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Section 3 – External Auditor Report and Certificate 2022/23

In respect of

Long Stratton Parish Council – NO0283

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/07/2023

Becky Buck

From: Susan Thomas [REDACTED]
Sent: 19 July 2023 13:30
To: Becky Buck
Subject: LS Congregational Church - Churchyard upkeep claim for 2023
Attachments: 2023-07-19LSTownCouncilchurchyardupkeep.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Becky,

I understand that you require an invoice to allow the above claim to be processed. I have estimated as best I can. The person who is paid to do this also cuts the church field at the back used among others by the uniformed organisations. He does not claim separately for the time spent on the churchyard. We supply a sit on mower for the field job - it is a big field and for the churchyard a small mower has to be used along with a trimmer - both of which belong to the church. Given the fiddly nature of the churchyard grass cutting I have allowed for a half of the total labour and fuel cost to the church for that job plus the annual servicing of the small mower which this year was £90.

The season is roughly March to end October, and Paul does not claim if the cut is not needed so for the rest of the season I have taken a view from the costs of a typical year from July to October. Last year was not typical.

I hope this is acceptable. The scanned invoice is attached, the total being £453. If the Town council is minded, we would be grateful for any further contribution that might be made to help us with the upkeep of the grounds.

Thanking you in anticipation,
Susan Thomas
Treasurer, Long Stratton Congregational Church

Congregational Church £999.27

St Michaels Church £777.21

St Marys Church £518.14

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Becky Buck

From: Jamie Henry <Jamie.Henry@southnorfolkandbroadland.gov.uk>
Sent: 20 June 2023 12:19
To: Steve Dugdale
Cc: Becky Buck
Subject: Working towards the transfer of St Mary's churchyard
Attachments: St Mary's mowing plan_may2022.docx

Hi Steve,

Further to our telephone conversation today;

We would like to start working towards South Norfolk Council taking over the management of St Mary's churchyard from 01/04/24 (this being dependent on the application to close the churchyard being approved by the MoJ and the Town Council deferring responsibility to the district).

We are looking to ensure that the churchyard is handed over in a good condition. Please may we request copies of your records for the following;

- Monument inspections and remedial works.
- Tree inspections and remedial works.
- Inspection and works records of any other structures to be transferred. We are especially interested to see records for the front wall that borders the A140.
- Please can you also confirm that the mowing regime to be adopted is as attached.

I would be happy to meet on site if needed.

Best wishes,
Jamie

9.

Becky Buck

From: Paul Simmons <paulsimmons7@gmail.com>
Sent: 07 July 2023 16:16
To: Becky Buck
Cc: Steve Way
Subject: Agenda items for the council meeting.
Attachments: Screenshot_20230504-100036.png

Hi Becky,

I hope you're well.

Please can I introduce to Steve Way, he was recently appointed as Vice chairman at our AGM last month. I believe you may have met at a previous Town Council meeting. Steve, will be attending the next council meeting on behalf of the club as I'm away. Steve is cc'd to this email.

Firstly, a couple of requests regarding the facilities.

Can we use the community room the evening of the 25th July, we are having club meeting to deliver safeguarding and updates to all our frontline managers.

The old fridge/freezer, freezer doesn't seem to be working. Can this be looked at as we do use this.

Also would it be possible to get another fridge for cold drinks. Obviously space is at a premium in the kitchen. We would be willing to purchase this and store it in one of the officials changing rooms during the week.

Now items for consideration by the councillors.

Some time ago before COVID, we discussed with the then parish council with regard putting up a barrier around the first pitch. At the time it was agreed and would be phase over a period of years. The first part was put in place by the club with a view to the other side being done at a later date.

It was discussed that the side nearest the mugs not be permanent and would be removed outside of the playing season.

It was also discussed that there may be an option for some small stadia. Since then there has been some advancement in stadia and please see attached a picture that I put together. This is also temporary and can be removed at the end of the season.

We have been talking about this again, and would like to move forward with the barrier if agreed.

It will be a scaffold pole type railing with sockets in the ground (below the surface so not an issue for grass cutting) and Allen key joints so would be removable at the end of the season

Mid August to Mid April approx.

We would cover the cost of the barrier and installation. We would erect it and remove it at agreed dates.

The proposed run would be from the tarmac area to nearly the half way line then the same the other half of the pitch. It would not carry on across the far end. This we would manage with temporary barrier. We are conscious that it doesn't feel like it's completely segregated the pitch and it remain a playing field for the community.

If passed we would like to do this, this coming August.

Also as discussed at a previous meeting, we would like to get a feasibility study done for the possibility of flood lights, obviously at our cost. But they may need to be able to access electricity supply and etc.

We have already discussed signage and will get that in place prior to the season starting.

Over the next few weeks we will do the repairs to the far end barrier, and we will be moving goal post sockets and will have a small digger with a post hole drill for this. We assume this will be ok providing we let you know the date and provide a RA.

Lastly we are looking to purchase some wheel full size goals for the far pitch and for training.

When we complete the compound next to the container, the goal that currently lay on the ground will be stored there, and the wheeled goal could be locked to the fence. Please can we seek permission for this too.

Once again Many thanks for your help and Steve will see you Monday evening.

Kind regards

Declaring a climate and ecological emergency

Why declare a Climate and Ecological emergency?

Declaring a climate and ecological emergency shows that a council acknowledges the need to act on the causes and impacts of the climate change and biodiversity crises. For the declaration to be meaningful, it needs to be accompanied by determined action. We declared climate and ecological emergencies in 2019 and stepped up to reduce our own carbon emissions and support others in the district to do the same.

Many parish councils in South Cambridgeshire have already declared a climate emergency. At a local level, parish councils can deliver a noticeable difference to people in the community. This page provides information and resources on how to declare a climate and ecological emergency and some ideas on taking action following this.

Declaring a Climate and Ecological Emergency

One of the first steps to taking climate action is declaring a climate and ecological emergency. In a formal meeting, the parish/town council should put forward a climate and ecological emergency motion and do the following:

- Use the phrasing 'declare a climate emergency' and 'declare an ecological emergency'
- Set target dates for reducing your own emissions and local climate impacts
- Set up a working group to work on climate issues and provide regular reports to the parish/town council
- Work out are what the council and the community are most interested in working on. Think about what might have the most impact, but also what the local community will want to support

Acting on your Declaration

Once you have declared a climate and ecological emergency there are some actions that you can take to make a difference. You might be able to do some of these straight away, others might require some planning, the key is to keep up the momentum from the word go. Our [Climate Emergency Toolkit](#) provides ideas, tips and guidance on taking action.

The consultancy ARUP have created a [guidance document on climate emergency action](#)  which provides in-depth information on some of the actions you can take.

Parish Council Emissions

An important first step is to calculate your carbon emissions to establish a baseline of where you are and where you need to go. We provide guidance to Parish Councils on [calculating their carbon footprint](#).

Once you have worked this out, there are a number of ways that you can reduce these emissions.

Energy Saving

Improving the energy efficiency of your community buildings is one of the most effective ways of reducing your carbon emissions and energy costs. An energy survey can tell you the best ways to improve your energy efficiency. You could also review community building energy use, change to a green electricity tariff, or upgrade your lighting to LEDs. Are you due a boiler replacement? How about changing the way you heat your building, such as using infra-red heating panels or heat pumps? Funding is available for such projects through the [Zero Carbon Communities Grant Scheme](#).

Renewable Energy

Do you have a space suitable for solar PV panels? Funding is available through the [Zero Carbon Communities Grant Scheme](#) for such projects. Alternatively, if you think that there might be a good site near you for renewable energy, such as solar or wind turbines, how about suggesting these as part of your Neighbourhood Development Plan?

Protecting Biodiversity through Land Management

There are some great ideas for what you can do in Natural Cambridgeshire's [Local Nature recovery toolkit](#), which helps you to prioritise the best actions for your community.

You could change your verge mowing routine to enhance biodiversity in your local area, or you can designate sites for tree planting, so that when schemes such as the 6 Free Trees scheme come up, you are able to take full advantage of them.

Recycling and Waste

Make sure that your Council is minimising waste where it can and recycling properly. If you are holding an event – consider reducing the amount of plastic used, for example, by using re-usable cups. See our [Waste Less guide \[PDF\]](#) for more details.

Within the Community

Manage Land to Enhance Nature

Encourage members of the community to think more about **nature and biodiversity**, set up bird boxes and bat boxes around the area. How about setting up a nature trail or a local wildlife safari trail for children?

Food

Have you thought about how people can grow their own food? Make sure that those in the area know about opportunities in the community such as allotments. Have you thought about setting up a community fridge like the [Gamlingay Food Project](#) did? Encourage people to buy seasonally or local to support businesses nearby, the [Visit South Cambs website](#) gives information on where to shop locally.

Sustainable Travel

Raise awareness about sustainable travel choices. Share information on cycle routes or car sharing clubs. More information on sustainable travel is available on our [Sustainable Living webpage](#). How about installing cycle racks or shelters in public areas so that there are more places for people to leave their bikes?

Home Energy Efficiency

Encourage residents to think about energy efficiency in their homes. We run a [Thermal Imaging](#) camera loan scheme where people can use a thermal imaging camera to see where they might be losing heat from their homes so that they know what improvements they can make. [Cambridge Carbon Footprint](#) run thermal imaging camera training sessions so you can learn all about the best ways to use them.

Minimise waste

Repair cafes are a great way to encourage people to mend their items rather than throw them away. There are a number of repair cafes around the district. More resources are available to support them on the [Cambridge Carbon Footprint](#) website.

Other activities

There are a number of other ways you can promote a climate friendly lifestyle. Eco festivals, open evenings or even signposting on your website can create greener lifestyles in your local area.

Churches and Religious Buildings

There are a number of resources that can help churches to consider how they may address the climate and ecological emergencies. [The Collaborative Carbon Calculator](#) helps Churches/Religious buildings to calculate their carbon footprints so that they can identify where they can reduce this. [Eco Church - An A Rocha UK Project](#) is an award scheme for Eco Friendly churches, can you be awarded for your eco action?

Parish and town councils may not be as powerful as local authorities but they can be a force for change in addressing the climate and nature emergency.

Mike Childs 24 Jun 2021

SHARE:

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This guide complements Friends of the Earth's template Local Climate Action Plan.¹ Action at the local level is essential to meeting the UK's legally binding climate target to reach Net Zero by 2050. More than half of the emissions cuts needed rely on people and businesses taking up low-carbon solutions – decisions that are made at a local and individual level.

In this guide we identify actions that parish and town councils can take on climate change and nature. Its purpose is to support those of the 10,000 local councils across England and 750 community councils in Wales who want to do their bit in addressing the climate and nature emergency.

For councils in England, the Centre for Sustainable Energy, working with the University of Exeter, have also produced a fantastic parish council carbon footprint tool <https://impact-tool.org.uk> to help you understand the sources of carbon emissions in your area. The National Association of Local Councils (NALC) has resources to help local councils tackle climate change including [case studies](#) of good practice.

Use our data-driven tool to find out how your area is performing on climate and nature.

Be a force for good

Encourage the formation of Climate Action groups

Communities across the country are coming together to take climate action in response to the climate and nature emergency. Climate Action groups will encourage and support you to take local political action, build positive community solutions, and join together to demand national action. Parish, town and community councils should encourage and support the formation of these groups. Friends of the Earth will provide resources, training and advice to Climate Action groups (see takeclimateaction.uk).

Support Local Plan policies that help to tackle climate change and boost nature

Use your role as a consultee to the local planning authority to seek strong policies in the Local Plan requiring the highest possible standards of energy efficiency for new housing and other buildings. Sites allocated for new housing should also be accessible by walking, cycling and public transport and avoid loss of local nature sites and green spaces.

Promote practical action by local people

People can often be at a loss about what they can practically do to reduce their own carbon footprint or support nature. An impartial local guide that provides information on accredited local businesses can be invaluable and help keep money in the local economy. The guide could include information on local accredited energy assessors² and renewable energy installers for solar panels, batteries, EV charging points and heat pumps³, eco-friendly retailers, green builders and landscape companies, etc. It can also encourage sustainable transport options.

Bring together groups of people for bulk purchases

The costs of installing solar PV, or other renewable technologies such as heat pumps, should be much lower if done in bulk, street by street, or area by area. A town or parish council can bring together local homeowners and businesses to develop such a scheme – it's a widely used model in the Netherlands and places such as Suffolk and Frome in the UK. Bulk purchases of energy audits or energy insulation is also possible. Transition Streets is an example of this approach.⁴

Develop and promote lift-sharing scheme

By convening local businesses and car-sharing schemes, such as the social enterprise Liftshare, it's possible to help local people reduce the carbon pollution from car use, save money and foster new friendships. An analysis by Liftshare suggested that 92% of people commuting to work in over 200 locations lived close enough to be able to share a car to work. Lift-sharing may often be a solution for people when public transport, cycling or walking to work isn't. Car-sharing schemes for non-commuting journeys should also be promoted.⁵

Use your voice

Decisions on infrastructure projects are largely made by local authorities, Local Economic Partnerships, or by national government. But too many of these decisions will increase carbon emissions and / or harm nature. Use your voice when possible to oppose high-carbon developments, promoting sustainable alternatives instead. Press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.

Demonstrate leadership through your own practical actions

Save energy

Ensure any council buildings are as energy efficient as possible and any street lighting uses well-directed LED lighting. Getting an energy audit is the first step. Loans for projects in England that have a payback of less than five years are available through Salix funding.⁶ Projects with longer term paybacks should still be carried out.

Produce green energy

Install renewable energy generation, like heat pumps and solar PV, at council buildings. Heat pumps benefit from a government grant⁷ that will partially cover the cost. Several energy companies provide a smart export tariff, which pays for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery.⁸ Funds can also be raised through Salix loans⁹ or through crowdfunding. Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particularly less familiar technologies such as heat pumps. An electronic display showing how much energy has been generated and how much money and CO2 emissions saved is one way of demonstrating the benefits.

Reduce pesticide use and other harmful activities

It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled. Glastonbury Town Council has stopped using glyphosate weed killer and instead uses a hot foam system.¹⁰ These steps alone are not enough to protect and restore nature but they're an important first step. To encourage others, promote the actions you're taking, for example use signage on council-owned land where you use peat-free compost.

Manage land for nature.

Parish, town and community councils can have responsibility for allotments, bridleways, burial grounds, commons and open spaces, and village greens. All of these can be managed to enhance nature, particularly through changing mowing regimes. Friends of the Earth and Buglife have produced a guide to developing an action plan for helping pollinators such as bees.¹¹ Buglife's B-lines project aims to support the development of a network of wildlife friendly corridors.¹² Friends of the Earth is piloting a crowd-funded postcode gardener project to help people green the streets where they live.¹³

Increase tree cover

Friends of the Earth is campaigning for the UK to double tree cover. The Forestry Commission and others have suggested that even urban areas should aim for at least 20% tree cover.¹⁴ Parish, town and community councils should aim to double tree cover and, if necessary, go beyond this to reach the 20% minimum. Much of this will involve encouraging and supporting landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used.¹⁵

Buy green

Buying local can support the local economy and buying green can help protect the planet, rewarding businesses committed to a better future. Buying green electricity helps develop new renewable energy and ensures the council isn't supporting dirty energy financially. Friends of the Earth has identified [Ecotricity](#) and [Good Energy](#) as the greenest energy companies. Buying green can also extend to any food provided at events, including providing mainly plant-based food and less but better meat and dairy.

Use green transport

Employees and councillors should be encouraged to walk, cycle or use public transport or car-share. The council should provide bikes or electric bikes for staff as they carry out any work-related trips. It should also provide zero-interest loans for buying bikes. Where a car or van is needed it should be electric only.

Minimise waste going to landfill or incineration

In your own operations, ensure all your waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the local authority hasn't done so, for example in partnership with Terracycle.¹⁶ Bisleigh Parish Council has set up a community composting scheme. The best approach for waste minimisation is reuse (eg reusable cups) or avoiding unnecessary purchases.

Ensure money is invested wisely

Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although town council investments will be tiny in comparison, the council should still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

Use your powers wisely

Ensure you know the climate change or nature implications of decisions before you make them

It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice. This should extend to demanding that the planning authority provides you with this kind of information when consulting you.

Designate sites within the Neighbourhood Plan for trees, renewable energy and nature restoration

In practice, the development of 90% of Neighbourhood Plans is led by town and parish councils working hand in hand with their communities. The Neighbourhood Planning process is far from perfect and very time consuming, but it offers the community the opportunity to show it means business on protecting and enhancing the environment for future generations.

Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities.

Given the climate and nature emergency, it's unfortunate that the government doesn't require all new homes to be as sustainable as possible. Neighbourhood Plans will identify sites for future housing and should push for these to be zero-carbon (eg Passivhaus standard) and nature friendly, even though the local planning authority may seek to override this aim. Homes should also be fitted with renewable energy. Homes need to be located close to amenities and public transport to avoid car dependency.

Designate safe walking and cycle routes in the Neighbourhood Plan

Identify safe walking and cycling routes and where necessary work in partnership with district and county councils to deliver them. The Propensity to Cycle tool identifies the huge potential for increasing cycling in all areas of the country, particularly with good quality infrastructure, such as segregated cycleways and cycle parking, and with the use of E-bikes.¹⁷

Use differential car-parking charges to support low-carbon vehicles

Any car parks run by the council should offer low cost or free car-parking to electric vehicles and dedicated spaces with electric charging points.

Becky Buck

From: Mike Pursehouse <Mike.Pursehouse@southnorfolkandbroadland.gov.uk>
Sent: 18 August 2023 10:41
To: Becky Buck
Cc: Graham Peers
Subject: Changing places toilets

Hi Becky,

I've left a message on the TC phone as always good to say hello but the query is around changing places toilets.

I don't know whether you know about the campaign but people with profound and multiple learning disabilities or with physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis often need extra equipment and space to allow them to use the toilets safely and comfortably. These needs are met by Changing Places toilets. Changing Places Toilets enable anyone, regardless of their disability, to go to the shops, attend hospital appointments, enjoy community life, socialise and travel. All the things that most of us take for granted every day. Changing Places toilets should be provided in addition to standard accessible toilets.

The Council took advantage of funding and put 40k in for four projects, 2 in South Norfolk and 2 in Broadland. We have installed toilets in Roar dinosaur park, Blickling Hall and Whitlingham Lakes and now on the last toilet. We were aiming to install this somewhere around the Waveney Valley on the A143 as there was a gap but since the funding was agreed, TESCO in Diss and a leisure centre in Bungay have installed them and so not needed.

As you can see in the map below, we have looked at the area and there is a gap around the Long Stratton area (Whitlingham has been added on yet).

The toilets can be put into an existing building or a module added on. The arrangement is, we can provide around about 80% of the cost of the installation, with the host then providing the extra money and taking on the management of the toilets. The aim is that with these toilets, it provides a positive PR story for the organisation as well as more people who need to stopping at that location and so enhances businesses / tourism.

As you're the town council and manage toilets yourself, I thought it was only right to come to you first.

I'm on leave after today but if this is the sort of thing the TC might consider or want to know more details, then our tourism officer Graham knows all about it. Timescales is we need to allocate the money by the end of this financial year.

Thanks

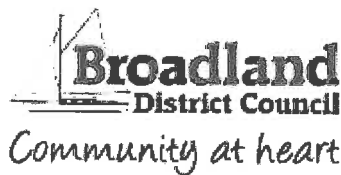
Mike



Mike Pursehouse

Assistant Director of Individuals and Families

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Our Broadland and South Norfolk Councils offices are now based at Broadland Business Park in the Horizon Centre. Find out how you can access our services by visiting our website or by calling us on 01508 533633

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