

Minutes of Brooke Annual Parish meeting held at Brooke Methodist Hall on Monday 9th May 2022 at 7.00pm.

The Acting-Chairman of the Parish Council, Mr Jonny Spinks welcomed the Clerk, 6 members of the public, Kay Mason-Billig (County Councillor), Giles Hankinson (Chair of Brooke Primary School PTFA) and Jo Angel (Play Park Committee representative) to the meeting.

1. PARISH COUNCIL REPORT

Mr Sprinks gave his report, a copy of which is attached as an addendum to these minutes.

2. COUNTY COUNCIL REPORT

Mrs Mason-Billig gave her report; a copy of which is attached as an addendum to the minutes.

3. DISTRICT COUNCIL REPORT

Mr Fuller had sent his apologies for absence from the meeting but had forwarded a copy of his report, which is attached as an addendum to these minutes.

4. BROOKE PLAYPARK COMMITTEE REPORT

Jo Angell, Brooke Playpark Committee representative presented the annual report, which is attached as an addendum to these minutes.

5. BROOKE PRIMARY SCHOOL REPORT

Giles Hankinson, Chair of School Governors presented his report, which is attached as an addendum to these minutes.

6. MINUTES OF LAST MEETING

The minutes of the last Annual Parish Council meeting, which took place on 26th April 2021 were circulated and accepted as a true record of the meeting. The Chairman signed them as a true record accordingly.

7. MATTERS ARISING

There were no matters arising.

8. OPEN FORUM

There were no items raised for discussion in the open forum.

There being no further business, the meeting closed at 7.35pm.

Norfolk County Council annual report

Annual Report 2022

The last year (my first year) as your County Councillor has been a very busy one. I have been pleased to get out to many villages in the division and meet councillors and residents and have often brought along my Highways Engineer to look at some of the issues we face.

To date I have had walk arounds with Bergh Apton, Alington with Yelverton, Chedgrave, Loddon, Woodton and Claxton. Brooke is in the pipeline to be done soon. If any other villages would like a walk around to highlight local problems, please let me know.

Some of the issues I have tackled so far have included: Pot holes, flooding, blocked gullies, pedestrian safety issues, clearing detritus from roadways, cutting back trees and hedges to increase safety and streetlights improvements. I have also been reporting speeding issues to the Police and have requested extra visits from them where we have particular problems.

Other things that I have been involved in with residents include: helping with school transport, assisting a blue badge holder with their renewal and solving flooding issues from highways water runoff with individual householders. I was also able to represent the wishes of the residents of Seething in the recent planning application for the lagoons, to make sure it got refused.

Some of the major schemes that I have seen completed in and around the A146 include: the new Loddon Roundabout, flooding relief at Yelverton, the overhanging trees at Thurton, not forgetting new signage and gully clearance in many areas.

Items which I am working on and hope will come to fruition next year include: improvements to the Chedgrave A146 junction, new village gateways, improved signage and an extension to the 50mph speed limit at the Hellington Bends. I am also involved in the ongoing flooding issues that many villages face.

I expect the next 12 months will also be exciting ones and I look forward to meeting with you and helping where I can with local issues.

If I can help in any way, you can contact me at kay.masonbillig.cllr@norfolk.gov.uk

District Council report 2022

Your local District Council was responsive and flexible enough to ensure that every resident and business was looked after during the Pandemic. Every bin was collected. The fridges of the needy were filled. But with the difficulties of lockdown receding behind us, we now have a detailed plan for the recovery that ensures that South Norfolk is a great place to build a business or raise a family.

Our plan is focused in every Parish In South Norfolk with opportunities for towns and villages to invest in infrastructure whilst protecting and enhancing our environment with low-carbon opportunities and projects that help everyone enjoy our open spaces, public realms and lead healthy and active lifestyles.

My report below explains how we will be doing that as part of a whole plan to make South Norfolk one of the best places to live in the Country.

Moving on from Covid

When the chips were down, the District Council stood up in each of our 120 parishes and the residents and businesses in each of them.

For many the weeks spent in lockdown have become a distant memory. Whilst Covid may have become less dangerous as a result of the vaccination program, the hangover remains and, as the Country gets back on its feet, the District Council is playing a leading role in supporting local businesses, families and individuals

During lockdown, we distributed over £1m per week to thousands of local businesses to sustain and keep them alive to the point of recovery. Retail and hospitality businesses had special attention including some businesses which fell through the gaps of the national schemes, for example beauticians and dentists. As a result, our local economy is best placed to recover.

A third of our staff were redeployed to support families and individuals – whether it was Gym instructors helping our refuse crews ensuring that no bins were missed or other staff seconded to the Norfolk & Norwich working as orderlies in the Hospital.

Our Help Hub went much further than elsewhere to ensure those in most need were supported, especially coordinating volunteers to ensure the vulnerable with families in other part of the country were looked after. As Covid recedes, the cost of living is becoming harder so we have set-aside hundreds of thousands of pounds for families who find themselves in an unexpected crisis over-and-above our normal financial support via Housing Benefit and Council Tax Support. This includes

one-off help with rental deposits, fuel payments and other expenses for those in severe financial distress. If you become away of someone really struggling, we can help.

Ukrainian Evacuee Crisis

Big Hearted South Norfolk families represent about a third of all the offers of help in Norfolk in the Homes for Ukraine scheme. As Ukrainian men fight to defend our way of life thousands of miles away, we have a responsibility to provide security for their women, children and the elderly.

South Norfolk Council was the first in East Anglia to make arrangements to use Council Offices as a reception centre for displaced families. Whilst the national bureaucracy has been frustrating, it's our local job to ensure that the Ukrainians land on their feet whilst also making sure that host families are supported with a network that is focused on maintaining the matches until our guests are ready to return home.

It isn't all about Ukrainians though. Local families can find themselves in need so we have just embarked on a £100k refurbishment of our short-term temporary accommodation aimed at families who find themselves in a muddle or for the victims of domestic violence. This short term accommodation provides a breathing space whilst our officials work to sort out the problems and get a long-term roof the heads of the vulnerable.

Business as Usual

Both Covid and the Ukrainian crisis have shown how a flexible and responsive Council can respond to unexpected events to keep local families safe and secure. But we must not forget the importance of supporting the economy and enhancing our environment

We know that many voluntary, sporting and community support groups suspended action for 18 months. But now they need help to get started once more and breathe life into worthwhile community projects that were paused.

So we have a four prong plan to support community and parish groups reinvigorate the social infrastructure in our towns and villages.

Tripling the CAF Fund

Our Community Action Fund provides one-off capital grants to community groups to enhance community facilities or projects. Upto £15,000 can be awarded to any one scheme but grants of £5,000 are the most usual size. This year we have tripled the total budget to £150,000 and will

be shortly inviting bids from Parishes and local Groups. We will be focusing this money on smaller parishes who are less likely to have large Community Infrastructure Levy receipts held by the Parish Council. We expect to be able to award funds in July so if you're aware of capital proposals from parish organisations, environmental, sports or social clubs please ask them to call me.

CIL Loan Fund

Larger settlements have received tens or hundreds of thousands of pounds from developers paying an infrastructure levy for homes built in their area. Oftentimes this money is paid over several years so it's difficult to know when a Parish or Town can make a start on mitigating the cumulative impacts of local growth. We know that infrastructure improvements should be made up-front so we have started a process where we will lend nearly all the expected amount of CIL received by a parish up front so improvements can be started immediately rather than waiting for years. Details will be announced in June.

CIL Coinvestment fund

And in our larger settlements, we will also be inviting proposals for larger schemes over £100,000 where we will match the Parish Council's CIL with our own money as a grant to make a real difference to local facilities. The details are being worked up and we plan a conference in June to explain how parishes can get going rather than waiting to get infrastructure delivered.

We estimate that our £6m scheme should be able to at least double that with CIL money received by Parishes to create a £12m infrastructure boost at very local level. We will be explaining what sort of ambitious proposals will qualify for co-funding in June together with our estimate of how much CIL you will likely receive over the next 5-10 years.

Carried forward member grants

Finally, our popular scheme of ward member grants provides £46,000 to be spent on micro projects across the district. Each Councillor has £1000 to award to schemes with minimal paperwork and instant payment to support play groups, community cafes and other small scale activities that make a big impact.

Support for our Environment

With energy prices being what they are, reducing energy consumption and planning for a post-carbon world is not just good for our environment but it's also good business. So we are ensuring that our local economic recovery is a green one. And we're making sure the Council is playing

its part in moving to a post-carbon world.

Every Parish Invited to have solar chargers

We will shortly be inviting every single parish or town that wants to install electric charging points to have one, called off from a bulk contract that we are currently negotiating. At the moment, only residents with off-street parking in their gardens can benefit from an electric charging point. That's not fair on people who live in terraces, flats or apartments where they can never guarantee to park right outside their home.

So we will be seeking to work with Parishes or Village Hall committees to host charging points. The details around insurance, billing and maintenance will be explained in the next few months. Whilst we work up the details, take a moment to think where you'd put a charging point in your village or town.

Elsewhere we are increasing the number of points in our own public car parks and at our leisure centres so there is robust coverage for everyone, not just those with long gravel drives.

Improving and enhancing the Wherrymans Way

The environment isn't just about being low-carbon. We are spending some of the CIL money raised from developers to improve the Wherrymans' Way footpath along the River Yare between Norwich and Reedham Ferry. Making access to the Countryside easier is a good thing and especially if it encourages healthy and active lifestyles.

We hope that people will want to walk between Norwich and Loddon, enjoying the open air and supporting some of our riverside pubs along the way and then get the bus home. The banks along Chet River will be repaired and the footbridge replaced to make this happen.

Separately, we will be improving land at Pyes Mill in Loddon for paddleboard and picnic use as well as introducing a number of other circular walks in a Green project that will be dedicated to Her Majesty's Platinum Jubilee.

Elsewhere, last month we opened a new 16km trail in the Wymondham area.

Decarbonising the Broads

Elsewhere on the Broads we will be installing electric hookups in popular mooring spots to support our riverside pubs but also to remove the need for boaters to run engines to charge their batteries, which causes so much noise and smoke pollution. Supporting pubs and

decarbonizing the broads is just one way in which we are helping the Southern Rivers move with the times to boost environmental tourism, which supports so many local jobs.

The Low Carbon Council

We will be investing in solar panels in all our Council Buildings including our leisure centres. And we are entering into a ground-breaking contract to monitor air quality across the district with a network of linked sensors. Our refuse vehicles are now trialing new lower carbon fuels based on recycled oils to minimize emissions. Our recycling rates have never been higher and well over one third of residents have a brown bin, which diverts garden waste from landfill or incineration.

We're moving

You may have heard that we are in our fifth year of a close co-operation with Broadland Council. The joint working already saves South Norfolk taxpayers £1.2m per year – the equivalent of 15% of our share of Council Tax.

Our staff work seamlessly for the two organisations and bringing them together under one roof will not just save a further £700,000 per year, but it will reduce our energy consumption by 84%. The move is likely to take place in September. The office at Broadland Business Park is closer, quicker, better served by public transport and more convenient for two thirds of South Norfolk residents. For those who will be further away, we are opening an outreach office in Diss and also equipping a mobile office with computer links and printers so that our officer will go where they are needed, rather than expect everyone to come to the office.

Boosting the Economy

When interest rates were at their lowest and before inflation became problematic, the Council borrowed £20m at fixed rates for up to 25 years to invest in projects to boost the economy. That deal already looks to be the deal of the century.

We will be investing in new commercial premises to rent to growing companies close to the university as well as in Wymondham at Browick Road. It means we can build a new GP surgery in the Hethersett/Cringleford/Mulbarton area where we have secured the serviced land. We are planning significant improvements to Long Stratton and at Diss. And all of these are on top of the improvements that will shortly commence in Harleston to improve the Throughfare and market place whilst maintaining the number of on-street parking places.

The New Local Plan

The majority of the new local plan will be received from the Inspectors in a few months. But in the 100 or so smaller settlements in South Norfolk we expect to publish detailed small-scale development proposals in August/September for final consultation. When we asked for views in the Autumn, we received over 1000 responses so that's what's taking the time on finalising the detailed plan.

Development proposals will be focused in our 47 village clusters and, in total, about 75 development sites will contain about 1200 homes – an average of 16 homes each. Clusters are groupings of villages loosely based on primary school catchment sustaining not only the schools themselves but also the social connections that drive local village life and community halls, bus services, leisure facilities etc, as well as supporting the local economies of the clusters. Small scale development in smaller villages keeps settlements alive and provides choice for those who have no wish to live in the larger towns or the City. That it helps the economic network of local plumbers, electricians and brickies is a bonus.

Grant for Village Hall Cafe

I have been pleased to provide a grant towards the village hall cafe as it seeks to rebuild its custom following the shutdown over covid. The cafe provides a great service helping people get together and rebuild connections and mutual support that were necessarily suspended for the pandemic.

Our work continues and I am proud that our Council combines all this with amongst the lowest council tax for a district council in the country. I'm happy to take questions.

Councillor John Fuller OBE

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Brooke Play Park – Committee annual report

May 2022

The playpark committee continues to meet quarterly or as required to maintain oversight of the park and its development. In recent months we have observed additional interest in the park on our social media page and users continue to access the equipment safely. Issues of young people accessing private land were quickly resolved through a visit to the landowner and there have been no recent incidents reported. Over the last twelve months, the focus has been expanding the equipment available; specifically, for young people over the age of 13yrs and pre-schoolers.

This has resulted in additional support from funders, the community action fund and TARMAC. To receive funding from the latter, a procurement exercise to determine the equipment supplier was required. During March and April, the committee publicised the specification and received three bids in response. The outcome is detailed below in section 3. We are pleased to report funding of approximately £22,000 which will fund a 'hang out hut' next to the sheds on the car park and adjacent to the tennis courts and three new types of equipment.

1. Committee Members

Following two committee members standing down, new members* came forward:

- Rebecca Hodges – Co-Chair
- Jo Angell – Secretary*
- Donna Ashmole – Treasurer*
- Clare Angell – Co-Chair
- Louise Long*

2. Funding

The fundraising efforts for Brooke Play Park have been incredibly successful mainly due to the dedication of the Chair Rebecca Hodges. The committee also formally wishes to give thanks to the Parish council for again supporting the funding requirements of TARMAC.

3. Procurement

In line with Tarmac advice, an invitation to tender (ITT) was posted to our social media page on the 26th March for a period of 14 days.

The post itself achieved a reach of 540, with 46 users engaging. Reach is defined as the number of people who saw any of your posts at least once and Engagement is the number of times that people engaged with the post through reactions, comments, shares, views, and clicks.

The ITT closed on the 11th April.

Additionally, the committee sought three quotes directly from suppliers of play equipment using the same ITT documentation. These were:

1. NGF Play
2. JPV Installations &

3. Ben Nevan

The quotes received were as follows:

1. **£21,360.00**
2. **£22,674.00**
3. **£23,662.54**

3.1 Outcome

Before the 2020 installation, Brooke play area was closed due to unsafe equipment and risk to children and young people. On that basis, the committee was keen to ensure that a successful bid was not based purely on cost alone and in Section 3 of the ITT documentation the committee included a request for suppliers to provide the following information:

- a) The equipment used to achieve the outcomes
- b) Experience of installing play equipment for public use locally and reviews from customers
- c) Evidence of health and safety procedures undertaken before and upon completion
- d) The time required to complete the works

NGF Play were the only supplier to submit this information.

2.1 Scoring

Please find below the outcome of our evaluation.

Results of Proposal Evaluation				
Service: Brooke Playpark equipment installation				
Date of assessment (or moderation):		13th April 2022		
Playpark committee				
Team Assessment (or moderation)				
Final weighted scores (%)				
Proposal ID	Provider	Quality score (%)	Price score (%)	Total score (%)

1	NGF Play	57%	30%	87%		
2	JPV Installations	27%	30%	57%		
3	Ben Nevan	27%	30%	57%		
Average of Assessor scores						
Final weighted scores (%)						
Proposal ID	Provider	Average quality score	Average price score	Weighted quality score (%)	Weighted price score (%)	Total score (%)
1	NGF Play	156	19	23%	8%	31%
2	JPV Installations	72	30	11%	12%	23%
3	Ben Nevan	72	30	11%	12%	23%

3.2 Successful Bidder

Due to the high quality of the submission, NGF Play are our preferred supplier.

4. Next steps

NGF have been instructed to schedule the works which we hope will be completed for August 2022.

5. Conclusion

The committee, volunteers, family members and council members continue to do an incredible job to maintain our local park and we wish to take this opportunity to thank everyone who has played a part in this.

Brooke Primary School Report 2022 presented by Giles Hankinson

- I am delighted to report that the school is almost full with a roll of 140 pupils. This is a fabulous achievement considering the numbers were 93 some four years ago.
- Many families are attracted to the school because of its distinct culture, values and Christian ethos all of which are underpinned with the village feel very much unique to Brooke. We are also blessed with close ties to St Peters and the wonderful Rev Lynn Chapman and of course also able to use the fabulous woodland classroom.
- We are looking forward to giving a very warm welcome to those children who have arrived in Brooke, having been displaced because of the war in Ukraine. At this stage, we are not aware of specific numbers but will do our best to accommodate as many as we are able.
- Since the last AGM, the school has entered into a partnership with Hempnall Primary School. The partnership sees Mr Alex Griffiths move to Executive Head of both schools with the appointment of heads of both school to be confirmed as soon as possible. Both schools are working together to ensure a successful partnership. Both staff and children have already experienced the sharing of various events and activities and they were received with much enthusiasm.