

Agenda Item	Points raised	Decision/ outcomes/proposal/ recommendation to NNTPF	Actions	Person responsible
1. Welcome and introductions Apologies /Present	Emma Denny Democratic Services Manager NNDC Cllr John Toye Portfolio holder for Planning NNDC NNTPF Executive committee members- Liz Withington, Julie Chance, Gordon Partridge, Jenny Melville, Rosemary Thew Victoria Holliday, Paul Rice, Terry Brown, Gemma Harrison Brian Broughton Richard Leeds Mo Anderson Dungar Representatives from 35 parishes present			
2. Minutes	There were no minutes as no meetings have been held of the Forum since the onset of the COVID-19 Pandemic			
Matters arising not on the agenda	N/A			
3. Areas of concern for the Parishes	The Chair requested that these be generic issues and not specific to individual parishes and requested that this section be used to identify common threads that could be dealt with on a district level whether that be NNDC/NCC or other organisation.			
	Paul Rice Potter Heigham – Unlicensed and uninsured vehicles was an issue in the area and in trying to deal with this via the police liaison Officer at the OPCCN the Council had not been able to make contact as it was always an answer phone. Similar experiences were not identified by other parishes. Suggestions were made that parishes had felt they had improved police liaison through the SNAP partnership meetings and activities of the engagement officers and Beat Managers through this partnership approach.		No action required	
	Rural Verge cutting – John Toye asked for parish experience on taking on the rural verge cutting from NCC. Towns had been successful in this but there was some uncertainty as to how many rural parishes had achieved this. There was an appetite for this		Add to NNTPF Executive Committee Agenda 11-06-2021 as to how further information can be	LW/JC/RT

	expressed and the Town Councils expressed they had managed to achieve a higher standard, more frequent cutting and within the budget provided by NCC. There was also an indication that parishes who had done this successfully were not interested in the possibility of rewinding verges.		progressed around the transfer of responsibility to Parishes and also rewinding of verges NCC portfolio holder to be identified and contact with NNDC Climate Change Officers	
	North Walsham Western Extension Consultation – This is now underway and the impacts are wider than just within North Walsham The parishes have a role to play in responding and also encouraging members of the public to respond as well . The link is as follows https://www.north-norfolk.gov.uk/news/2021/may/public-consultation-opens-on-major-development-plans-for-north-walsham-west/		Parish Councils to share link where relevant	
4. Update on Second Homes	140 Days Ruling – After input from NNTPF and engagement with National ALC and lobbying to Government there are changes to the legislation in this area. As to how this will operate is yet to be detailed		NNTPF Executive Committee to follow up on this when the detail emerges	
	<ul style="list-style-type: none"> • NNTPF have been promised a meeting with Government following 	The focus of this meeting will be to stress the impact of high numbers of second homes on the community and look to	Report back to the forum and parishes after this meeting	Exec Committee

	support from Duncan Baker- awaiting the date. Correspondence indicates the government are unwilling to intervene in the individuals choice to live, holiday and invest in property where they wish.	encourage Government to consider a braod raft of measures which will allow local authorities, communities and government to mitigate the impact on high numbers of second homes on the areas effected.		
	Fairer Funding Review – In order for local authorities to be able to mitigate the impact of high numbers of second homes the effect needs to be included in the Cost drivers for LA funding	NNTPFare putting together a Fairer funding Review Statement with the support of Gemma Harrison of Holt TC and will then provide a briefing note for parishes	Update to be shared with Parishes on completion to encourage parishes to respond as well.	GH /Exec Committee
5. Planning concerns	<ul style="list-style-type: none"> White paper and the effect on local plan and site locations 	NNDC are awaiting the details on this before they can give further information on this	Planning department to be requested to update parishes on receipt of further information	JT
	<ul style="list-style-type: none"> Neighbourhood Plans 	Around 8 parishes indicated they were looking to start LNP Queries were raised as to how covenants could be used to restrict usage of homes.	Planning department to be requested for further information on this to be made available to NNTPF Agenda item for 11-06-2021 linked to Article 4 information to be discussed	JT GP/LW/JC

	<ul style="list-style-type: none"> Empty homes Policy 	Information provided about changes to CT rates for empty homes with CT doubling after 2 years and trebling after 5. Concerns expressed the clarity as to what constitutes and empty/unoccupied home. JT advised members this was national legislation and was therefore not in the gift of NNDC	To ask for clarity as to what constitutes an empty home and share with the parishes as part of the next NNTPF update	JT
	<p>Planning notices</p> <p>Concerns raised about delays in posting site notices. Members appreciated that extensions are being given for those applications where site notices are not available for sufficient time in the consultation period.</p>		Portfolio holder agreed to look at this issue and discuss with planning officer to identify what is creating the issue and if it is specific to specific areas.	JT Philip Rowson
	<p>Planning portal issues</p> <p>Clerks reported issues with being able to comment on applications and then unable to get a response from the planning team to confirm that emails had been recorded on the applications on the portal.</p> <p>Concerns also reported re frequent crashing of the Portal JT advised that a new server is shortly to come on stream, which it is anticipated this will resolve this issue</p>		JT agreed to look into what was creating this issue and if it is as a result of GDPR process ensure that all clerks and members are informed of the necessary process to overcome this issue	JT Sean Kelly ? Lucy Shires
6. Flooding – Paul Rice	Paul gave a summary of the new arrangements for looking at flooding across the region led by Lord Dannatt. He requested that parishes who have experienced flooding; surface water, river, sea, drains to contact him with the relevant information. Including who had been advised, what actions were taken or not taken . This is so a		Parishes with flooding issue to email Paul Rice with their concerns re flooding issues in their area in order that a bigger picture of the	PR All parishes with flooding issues

	<p>better picture can be obtained of what is going on across the area and an indication of the resources required to deal with it.</p> <p>Paul rice email : modelr2018@gmail.com</p>	<p>situation as a result of changes to local weather patterns. PR will then collate the information for the modelr2018@gmail.com</p>	
7. Coastal Erosion	<p>Terry Brown of Trimmingham initiated a conversation with 2 points.</p> <p>1. Coastal erosion needs to be discussed alongside the flooding conversation. This since the majority of coastal erosion is from rainwater moving through the cliffs and causing cliffs to collapse and not from wave erosion. 2. As a matter of urgency we need to consider the potential loss of the coast road and the effect on the local economy and communities. This is not currently being tackled by NCC own admission attending meetings with Trimmingham PC</p>	<p>NNTPF to contact CPE and climate change team to discuss this issue and express concerns in regard to future proofing of infrastructure or plans for adaptation to preserve the local economy and sustainable communities NNTPF TB and SB to look further at the EN12 Rollback document and address concerns. Feed concerns into the new local plan as a matter of urgency</p>	<p>Exec Committee Agenda 11-06-2021 Sb TB RG/AFT/NS AS</p> <p>Sb Andrew Brown Iain Withington</p>
8. Training and Support from NNDC	<p>Emma Denny asked members for feedback on whether an induction package for new in post Parish and Town Council Clerks would be beneficial. A positive response was received to this suggestion Members also requested some training on the planning process for Parishes and Town councils –</p> <p>Feedback requested for the usefulness of a dedicated area within the NNDC website for P/T Councils.</p>	<p>ED to feedback to Planning department for consideration Emma Denny to feedback a positive response to IT department</p>	<p>ED</p> <p>ED</p>

<p>9. LGA Code of Conduct and managing Parish and Town Council Registers of interests</p>	<p>ED advised members that the new Code of Conduct was anticipated to be ratified in June at NNDC. It was hoped that Parish and Town Councils would follow and accept the same model as this makes it much clearer for members across all tiers what is the accepted Code. As part of this ED advised the register of interests form would be revised and requested that Clerks alerted Council members that it was a legal responsibility to complete and there were 2 areas which members often failed to complete and therefore were classed as a Nil return. 1. Employment and 2. Rental or ownership of a property in the NNDC district. Democratic Services will be sending out the revised documents for completion</p>		
<p>10. Covid Response – Sarah Butikofer</p>	<p>Figures in North Norfolk continue to fall. North Norfolk is the 343 in regard to COVID case rates out of all councils Include latest figures please No reason for taking our finger off the button and it is a result of a great deal of hard work by NNDC Parish/ Town Councils, businesses and members of the public in supporting the stay safe campaigns Decals have been made available to those towns that wished for them Covid Support Officer numbers have been increased and are working well. They can be invited through Emily.capps@north-norfolk.gov.uk to support in businesses and places to support social distancing measures and advice. Park and Ride Schemes are also being currently developed to supported the increased number of visitors anticipated in the area across North Norfolk</p>		
<p>11. Date of Next Meeting</p>	<p>Executive Committee Meeting 11-06-2021 3pm Next Quarterly meeting to be agreed with NNDC for August (latter part)</p>		



North Norfolk Town and Parish Forum & NNDC Quarterly Meeting– Minutes 24-05-2021 –Zoom

Relevant NNDC Officers/ Members to be included in the circulation list: Emma Denny, Philip Rowson, Andrew Brown, John Teye, Rob Goodliffe, Angie Fitchillet, Nigel Stannett, Annie Sommazzi, Lucy Shires, Sean Kelly, Mark Ashwell, Nigel Lloyd, Emily Capps, Sarah Butikofer, Eric Seaward, Steve Hemms.