

RINGLAND PARISH COUNCIL

Guide to Information Published Under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Contact details of the clerk are at the end of the page	
Location of main Council office and accessibility details	Clerk's home – details at the end of this page	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	
Grants given and received	Contained within minutes published on the website	
List of current contracts awarded and value of contract	Contained within minutes published on the website	
Members' allowances and expenses	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and noticeboard	
Agendas of meetings (as above)	Website and noticeboard	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Contained within minutes on website	
Responses to planning applications	Contained within minutes on website and Broadland District Council's website	
Bye-laws	Website n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Internal instructions to staff and policies relating to the delivering of service	n/a	
Equality and diversity policy	Website	
Health and safety policy	Website	
Recruitment policies (including current vacancies)	n/a	
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Website	

Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a	
Register of members' interests	Website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

Approved: March 202~~5~~⁴

Review: March 202~~5~~⁶

Contact details:

Parish Clerk, ~~12 Seton Road, Taverham, Norwich NR8 6QE~~

Telephone: 07355004437

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RINGLAND PARISH COUNCIL

DATA PROTECTION POLICY

Purpose of the policy and background to Data Protection

This policy explains to councillors, staff and the public about data protection. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security. This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

Data Protection legislation requires that everyone within the council understand the implication and that roles and duties are assigned. The Council is the data controller and the Clerk is the Data Processor. It is the Clerk's duty to undertake an information audit and to manage the information collected by the council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information.

Data Protection legislation requires continued care by everyone within the council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as high / medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the council undertaking training in data protection awareness.

Data breaches

The Clerk will investigate breaches. Personal data breaches should be reported to the Clerk for investigation. The Clerk will conduct this with the support of the Chairman of the Council. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will also have to notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices and Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the data protection legislation. The most common way to provide this information is in a privacy notice. This statement informs individuals about what the council does with their personal information, how it will be circulated to and between councillors and their legal rights.

Privacy notices will be used from time-to-time when data is collected for specific purposes e.g. canoe permit holders. The notice will contain the name and contact details of the data controller, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council. The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. Where consent is being relied on as the lawful basis for processing the data, privacy notices must contain a positive opt-in and be verifiable.

Information Audit

The Clerk will undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy.

Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

If a request is received to access or delete information, then the Clerk must respond to this request within a month. The Clerk has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- A privacy statement will be available on the council's website and reference to it will be made in all emails sent from the council's email address.
- Privacy notices must be issued where appropriate.
- Data Protection will be included on the Council's risk assessment.
- The full council manages the process.

All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Review: March 2025
To be reviewed: March 2028

RINGLAND PARISH COUNCIL

Internal Control Policy

Scope of Responsibility

The Accounts and Audit Regulations 2015 state that a Council shall be responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

Ringland Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions and includes arrangements for the management of risk.

The Purpose of the System of Internal Control

Internal control is designed to reduce financial risk to the Council. The system of internal control is designed to endure that the council's activities are carried out properly and as intended. Internal controls are set up by the Responsible Financial Officer (RFO) but it falls on the Council members to ensure that they have a degree of control and understanding of those controls. Controls will include the checking of routine financial procedures; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

Statement of Internal Control

Cash book/ Bank reconciliations	The cash book is kept electronically (in spreadsheet format) and maintained up to date from original documents. The cash book is reconciled to the bank statement at least monthly. The cash book, payments and receipts and bank reconciliations are reviewed and approved by a nominated member of the Parish Council. The Councillor is nominated annually at the May meeting of the Council, for a maximum of a year and must not be a bank signatory.
Financial Regulations	The Parish Council has adopted Financial Regulations; the regulations are reviewed for continued relevance and amended where necessary.
Order/ Tender control	The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.

	Official orders/letters/emails are sent to suppliers for services which are not regular in nature.
Payment Controls	Payments are listed in cheque number or order or payment date order in the cash book and in accounts files. All invoices for payment are listed on the meeting agenda where the expenditure is to be authorised for payment. Payments made are listed in the minutes of the meeting. Invoices are available to all Councillors but in particular to the Councillors signing the cheques or authorising electronic payments. Cheques will be signed or electronic payments will be authorised by two councillors, who are authorised to sign the Council's bank mandate. Councillors, when signing the cheques or authorising electronic payments, will ensure that there is an invoice or other documentation that corresponds with the payment and that the payment is listed on the agenda and has been agreed by the council. If signing a cheque, they will initial the cheque stub to confirm that it contains the same information as the cheque. The RFO has only access to the online banking and is not a signatory to the bank account. The RFO maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings. When invoices are paid, they are identified by the cheque or BACS payment date and referenced in the cashbook.
VAT repayment claims	The Clerk ensures that all invoices are addressed to the Parish Council. The RFO ensure that proper VAT invoices are received where VAT is payable. The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	The RFO ensures that the amount of the precept received is correct in accordance with the precept request sent to the District Council. The RFO ensures that other receipts are received when due. The RFO ensures that income is banked properly.
Financial Reporting	A budget review, comparing actual receipts and payments to the budget is prepared and presented to the Council at its May, September and January meeting and recorded in the Minutes.
Budgetary Controls	A budget control, comparing actual receipts and payments to the budget is prepared on at least a quarterly basis, presented to the Parish Council in advance of the meeting and minuted as such.

Payroll controls	The Clerk is paid under PAYE as an employee of the Council and the necessary system for making payments of HMRC RTI is in place. The Clerk's salary is set by the Council and minuted as such. The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Clerk's Expenses	The Clerk submits a request for reimbursement of monies owing in advance of each meeting.
Asset Control	The RFO maintains a full asset register. The existence and condition of assets is checked on an annual basis. The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.
Auditing	The RFO ensure that the accounts are audited in line with practice laid down in 'Governance and Accountability for Local Council's'. The Council will nominate and agree the work to be undertaken by the Internal Auditor annually. The accounts will be audited at the year-end. The Councillor responsible for carrying out the quarterly accounts check will also be responsible for making contact with the Internal Auditor to ensure that the Audit has been carried out and that the report received by the Council is genuine and has not been altered.

Reviewed: March 2024⁴⁵
To be reviewed: March 2025⁵⁶

RINGLAND PARISH COUNCIL ASSET REGISTER

LEGEND

Updated March 2025

P = Proxy A = Actual V = Valuation I = Insurance

Description	Purchase Date	Disposal Date	Pre Disposal Value	Basis of valuation	Value NET £
Community Assets					
Ringland Hills				P	£ 1.00
Church Hill Common				P	£ 1.00
Church Green				P	£ 1.00
Low Common				P	£ 1.00
River Green				P	£ 1.00
Hare Wash				P	£ 1.00
Sheep Dip				P	£ 1.00
Village Green				P	£ 1.00
Fixed Assets					
Ringland Hills					
Sign	21/11/2014			A	£ 262.00
Metal Gate	Pre 4/2018			P	£ 350.00
Church Hill Common					
Wooden Gate - Vehicular access to Common off Weston Rd	14/11/2019			A	£ 300.00
Church Green					
2x Wooden Benches	13/11/2014			A	£ 600.00
Low Common					
Fencing	07/12/2015			A	£ 218.00
Fencing	31/12/2018			A	£ 450.00
River Green					
Instructional/Orders sign	05/09/2014			A	£ 300.00
2.5kg Life Ring Buoy Orange and White				P	£ 80.00
Vehicular Barrier	11/05/2016			A	£ 350.00
Village Green					
Village sign	30/05/1905			I	£ 9,000.00
2x wooden benches fittings and install	09/05/2012			P	£ 1.00
2x brass memorial plaques (one on each bench)	19/06/2012			P	£ 1.00
Telephone Kiosk (houses defibrillator)	04/07/2019			A	£ 1.00
Defibrillator & pads - HeartSine Samaritan PAD 350P & install	18/11/2019			A	£ 750.00
Defibrillator paediatric pads Samaritan Pad Pak (Pink)	18/11/2019			A	£ 300.00
Defibrillator Cabinet	Pre 4/2018			P	£ 594.00
Reading Room (Village Hall)					
Building				I	£ 300,000.00
Building Exterior					
Notice Board - Lockable wall mounted metal case	Pre 4/2018			P	£ 185.16
KeySafe - PIN for key provision	01/09/2019			P	£ 1.00
Outdoor Defibrillator cabinet unlocked Yellow	18/04/2023			P	£ 710.00
HeartSine Samaritan 360P	18/04/2023			P	£ 700.00
Building Name sign	17/11/2012			A	£ 800.00
Building former name sign					
2x Lottery Grant Funding Signs	2013			P	£ 1.00
Disabled parking sign	Pre 4/2018			P	£ 30.00
Building Interior Contents - Kitchen					
Water Urn - Cygnet 20L	Pre 4/2018			P	£ 150.00
Water Urn					£ 85.00
Kettle - Swan Stainless Steel 1.7L	29/05/2015			A	£ 30.00
Fridge - Beko	24/12/2013			A	£ 828.00
Freezer - Beko					
Oven - Gas Beko					
Vertical window blind	Pre 4/2018			P	£ 100.00
2x swing top waste bins (General & Recycling)	Pre 4/2018			P	£ 25.00
Fire Blanket	Pre 4/2018			P	£ 30.00

P = Proxy A = Actual V = Valuation I = Insurance

2kg Powder Extinguisher wth wall mounted bracket	Pre 4/2018			P	£ 70.00
Wall Clock	29/03/2016			A	£ 30.00
Miscellaneous Utensils/Cutlery/China/Glass	Pre 4/2018			P	£ 300.00
Contents - Main Room & Store Cupboard					
2x electric portable heaters	07/01/2012			A	£ 43.98
3x vertical window blinds	Pre 4/2018			P	£ 270.00
2kg CO2 Extinguisher with wall hook & sign	Pre 4/2018			P	£ 30.00
6L Water extinguisher with wall hook & sign	Pre 4/2018			P	£ 30.00
6L Foam Spray extinguisher with wall hook & sign	Pre 4/2018			P	£ 30.00
2x No smoking sign	Pre 4/2018			P	£ 15.56
Fire Action Instructions	Pre 4/2018			P	£ 5.00
Projector screen	Pre 4/2018			P	£ 350.00
Floor standing bookcase	Pre 4/2018			P	£ 190.00
4 drawer filing cabinet	29/01/2019			A	£ 250.00
Laptop	2020			P	£ 600.00
Mouse	2020			A	£ 10.00
Wall Mounted notice board	Pre 4/2018			P	£ 40.00
Door mat	18/03/2013			A	£ 48.00
Wall Clock	Sep-10			P	£ 1.00
Floor standing cabinet (for bathroom consumables)	Oct-11			A	£ 65.00
46 Chairs	Pre 4/2018			P	£ 600.00
10x small tables Gopak 1220x610mm	11/05/2016			A	£ 800.00
2x large tables Gopak 8130x685mm	15/02/2016			A	£ 300.00
Table storage trolley	21/01/2019			A	£ 320.00
Chair Transporter	18/01/2019			A	£ 70.00
3x litter grabbers	Pre 4/2018			P	£ 30.00
6x hi-viz vests Yellow £5.50 each	21/05/2018			A	£ 33.00
2x tripod frames for display of warning signs	25/07/2013			A	£ 300.00
2x litter picking warning signs					
2x A frames	25/07/2013			A	£ 127.00
A frame Large	29/04/2015			A	£ 80.00
Plastic 7FT Xmas tree	02/12/2023			A	£ 38.00
Xmas tree & decorations	Pre 4/2018			P	£ 150.00
Balloon inflator	Pre 4/2018			P	£ 45.00
Disco Ball	Pre 4/2018			P	£ 40.00
Car Park					
50sq m Grid matting materials & installation - driveway	05/06/2018			A	£ 2,300.00
3.6sq m Grid matting addnl to complete above area	10/12/2019			A	£ 150.00
Fencing	09/03/2014			A	£ 250.00
Q sign (Triangular) - 'Men at Work' with tree cutting plate	22/05/2018			A	£ 45.00
4x highwayman two part (rubber base/cone) traffic cones 500mm £4.35 each	22/05/2018			A	£ 17.40
4x highwayman cones 500mm	18/07/2013			A	£ 80.00
Grit spreader Earthway	Pre 4/2018			P	£ 200.00
Parking to front of Village Hall - re done	2021				£ 6,000.00
Within Parish					
Grit bins - Village Hall	Pre 4/2018			P	£ 107.10
- front of Village Hall	Pre 4/2018			P	£ 107.10
- verge o/s no. 16 The Street	Pre 4/2018			P	£ 107.10
- verge at entrance to PROW FP6 - The Street	Pre 4/2018			P	£ 107.10
- grass island junction Field Road/The Street	Pre 4/2018			P	£ 107.10
- verge Honingham Lane/Weston Road junction	Pre 4/2018			P	£ 107.10
Notice Boards - Outside No 98 The Street	01/11/2013			A	£ 2,000.00
- Village Green					
Wheelie Bin	29/03/2017			A	£ 54.00
2x Speed Awareness Signs (SAM's)	24/12/2013			A	£ 305.00
					£ 334,290.70

Notes

RINGLAND PARISH COUNCIL

COMPLAINTS PROCEDURE POLICY

Introduction

Ringland Parish Council is committed to providing a good standard of service to all residents of the Parish. However, from time-to-time members of the public may have complaints about the administration or procedures of the Council. Unlike principal authorities, parish and town councils are not subject to the jurisdiction of the Local Government Ombudsman (LGO) but Ringland Parish Council follows the guidance issued by the LGO in addressing complaints so that it can investigate, put things right and prevent a recurrence.

The Council welcomes all feedback. If however, a member of the public wants to make a complaint about acts or omissions of the Council - then this policy sets out the procedure.

This policy does not apply to:

- complaints about the substance of policy decisions made by the Council. This is because members of the public may make comments or ask questions during the public open session in every Council and committee meeting
- complaints about the conduct of an individual Councillor. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council. A complaint against a Councillor, where there is perceived to be a breach of the Parish Council's adopted code and The Localism Act 2011 may be submitted to the Monitoring Officer of Broadland District Council
- complaints about an employee of the Council. Any such complaint received will be handled as a complaint against the Council. If an informal meeting with the complainant would help to glean more information, then this is advisable, but it is not a witch-hunt or a disciplinary process. Disciplinary matters are considered separately, without the involvement of the complainant, and in accordance with the disciplinary procedure.
- complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.

Informal Complaint

It is hoped that most complaints can be resolved quickly and amicably through the following procedure.

Informal complaints can be made by telephone 07355004437 (answer machine) or email clerk@ringlandparishcouncil.gov.uk.

The complaint will be handled by the Clerk.

Complaints should always be directed through the Clerk to the Council and not through individual Councillors. A complainant may advise a Councillor of the details of a complaint, but individual Councillors are not in a position to resolve complaints.

It is expected that most complaints can be resolved through this informal route. However, if an informal approach has not resolved the complaint, or if the initial complaint is so serious that an informal approach is insufficient, then the formal complaints process should be followed.

Formal Complaint

The Clerk to the Council is responsible for managing the formal complaints process. If a formal complaint is being raised against the Clerk, then the process as detailed should be followed, but the Chairman of the Council should be informed instead of the Clerk.

A formal complaint can only be submitted **in writing** to the Council address available on www.ringlandparishcouncil.gov.uk. It should be addressed to the Clerk or Chairman as appropriate, marked “Confidential – Formal Complaint”.

Although the Council encourages contact by email and telephone, a formal complaint is a serious matter and so this will only be accepted in writing.

The complaint should cover as much detail as possible and enclose any relevant supporting documentation. A complaint will be acknowledged without unnecessary delay following receipt.

The Clerk will carry out an initial investigation into the complaint and within ten days of acknowledgement provide the complainant with an update on progress, or a suggested resolution.

If the complainant is satisfied with the resolution the complaint is closed. The Clerk will report to the Council at its next full meeting summarising the issues and resolution, excluding the name of the complainant.

If the Clerk is unable to resolve the complaint or the complainant is not satisfied with the proposed resolution then the matter will be referred to a meeting of a duly formed Complaints Panel to which the complainant will be invited to attend.

Complaints Panel

- The Complaints Panel is a properly formed body of the Parish Council.
- Three members will review a complaint; this is in accordance with standing orders in respect of a quorum.
- The Panel will be constituted from all members of the Parish Council to ensure that three members are available, at short notice, to review a complaint.
- The Panel has delegated authority from the Parish Council to review and decide on complaints.
- Arrangements for report taking will be reviewed when a Complaints Panel meeting is called.
- The Panel will meet as soon as is practicable after being notified by the Clerk to review the complaint

Prior to the Meeting

Seven clear working days before the Complaints Panel meeting the complainant will provide the Parish Council with copies of all documentation, or other evidence (such as photographs) that they intend to introduce to the meeting. The Parish Council will provide the same to the complainant.

At the meeting

1. The Chairman of the Panel shall introduce everyone and explain the procedure to be used in order to consider the complaint made. The meeting should be as informal and friendly as possible, without prejudicing the need to consider properly the matter under discussion.
2. The complainant (or representative) shall be invited to outline the grounds for complaint and panel members given the opportunity to ask any questions.
3. If relevant, the Clerk will explain the Council's position and panel members shall ask any questions.
4. The complainant is to be offered the opportunity of a last word as a means of summing up their position.
5. The Clerk is to be offered the opportunity of a last word as a means of summing up their position.
6. The Clerk and complainant shall be asked to leave the room while panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties should be invited back.
7. In any case both parties return to hear the decision, or to be advised when the decision will be made.
8. The announcement of any decision will be made in public, at the next Full Council meeting.

Timings

The Parish Council will endeavour to adhere to the timings outlined in this policy, but for example in the case of a complex complaint, or the absence of a member of staff who is involved in the complaint, the timings may vary.

Should this occur then the complainant will be kept advised of the revised timescales.

Anonymous complaints

Generally all complainants should provide their name and full contact details. However unless it is apparent from the nature of the complaint that anonymity is justified, anonymous complaints will not normally be considered.

Vexatious Complainant Behaviour

The Parish Council may treat as vexatious a disproportionate, unreasonably repetitive, abusive, or otherwise unreasonable complaint, or a complainant who, because of the nature of his/her contacts with the Council, adversely affects the Council's operation. Examples of such contacts would be:

- pursuing complaints in inappropriate ways
- pursuing complaints which appear to have no substance
- pursuing complaints which have already been investigated and determined.
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If a complaint or complainant is considered to be vexatious, the Council will decide what action to take and will notify the complainant of its decision promptly in writing and with reasons.

Review March 2025
For review March 2028

RINGLAND PARISH COUNCIL

Mailing List Sign-up Form

Ringland Parish Council has long recognised that communication is an important process and encourages residents to sign-up to its mailing list. We only use email as a direct contact with you but to do so we need your consent.

Your privacy is important to us and the contact details you provide will only be used as a way of letting you know about news, events and announcements relating to the local community and Ringland Parish Council.

Please complete your contact details and confirm your consent by ticking the box below. ***If you believe you are already registered for our mailing list you will still need to complete this consent form.***

Name: Address:

..... Postcode:

Email:.....

Signature: Date:

☐

Yes please, I would like to receive communications by email

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name of Parent / Guardian:

Parent/Guardian:

Address:

Signature: Date:

You can find out more about how we use your data from our “Privacy Statement” which is available from our website www.ringlandparishcouncil.gov.uk or obtained by email from the Parish Clerk

You can withdraw your consent at any time by contacting Ringland Parish Council at clerk@ringlandparishcouncil.gov.uk

Please return your completed consent form to clerk@ringlandparishcouncil.gov.uk

1. Norfolk County Council has made a Temporary Traffic Regulation Order (the "Order") (NTRO9303) continuing the restriction and suspension by use of vehicles of the Ringland Road/Ringland Bridge from 50m southeast of its junction with The Street for 150m south-eastwards (the "Road") in the Parish of Ringland owing to a reduced load carrying capacity due to further deterioration of the bridge. The Order continues the provisions of the Notice dated 14th February 2025 that the current 7.5 tonne restriction will be suspended, and the Road will be subject to a 3.0 tonne weight restriction for the duration of the period the restrictions are necessary. This is anticipated to be from 7th March 2025 to 14th August 2026 (previously 14th February to 6th March 2025). The restriction is necessary because of the likelihood of danger to the public or serious damage to the road.
2. Nothing in Article 1 of this Notice shall make it unlawful for any vehicle to enter or proceed in the length of the Road if the vehicle is being used:
 - a. for fire brigade, ambulance or police purposes; or
 - b. in the service of a local authority in pursuance of statutory powers or duties, including gritting vehicles.
3. The Order shall automatically revoke when the restrictions are no longer necessary or otherwise on the 14th August 2026 without further notice. If necessary, the restriction and suspension could run for a maximum period of 18 months from the date the Order is effective.

A person who contravenes, or who uses or permits the use of a vehicle in contravention of the restriction imposed by the Order shall be guilty of an offence.

Alternative route is via: N/A

Penalty: £1000 maximum fine on conviction and/or endorsement for contravention.

In the event of the start date being delayed the new start date will be displayed on site in advance.

Full details on the restriction and suspension are available at <https://one.network>. Any enquiries that cannot be answered on the one.network website should be directed to the North Area Streetworks (Community and Environmental Services Department) contactable by telephone at 0344 800 8020 or email at streetworks@norfolk.gov.uk

Dated this 28th day of February 2025.

Katrina Hulatt
Director of Legal Services (nplaw)
County Hall
Martineau Lane
Norwich
NR1 2DH



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Norfolk County Council proposes to make a Temporary Traffic Regulation Order (the "Order") (NTRO9279) affecting the Ringland Lane from its junction with Marl Hill until its junction with Honingham Lane (the "Road") in the Parish of Morton-on-the-Hill to facilitate the cutting back of vegetation, the Road will be temporarily closed (except for pedestrian access) for the duration of the works/period the closure is necessary which is anticipated to be from 10th to 14th March 2025, but may continue to be closed/restricted until the 25th April 2025 where the closure is still required beyond the anticipated dates.

Alternative route is via: The Street, Ringland Road, Beech Avenue, A1067 Fakenham Road, Marl Hill (Ringland, Morton on the Hill, Taverham, Attlebridge).

Vehicular access will be permitted to a final destination in the Road where signs indicating such access is possible and permitted are in place.

The Order shall automatically revoke on the completion of the works when the closure is no longer necessary or otherwise on the 25th April 2025 without further notice.

If necessary, the restriction could run for a maximum period of 18 months from the date the Order is effective.

A person who contravenes, or who uses or permits the use of a vehicle in contravention of the closure imposed by the Order shall be guilty of an offence.

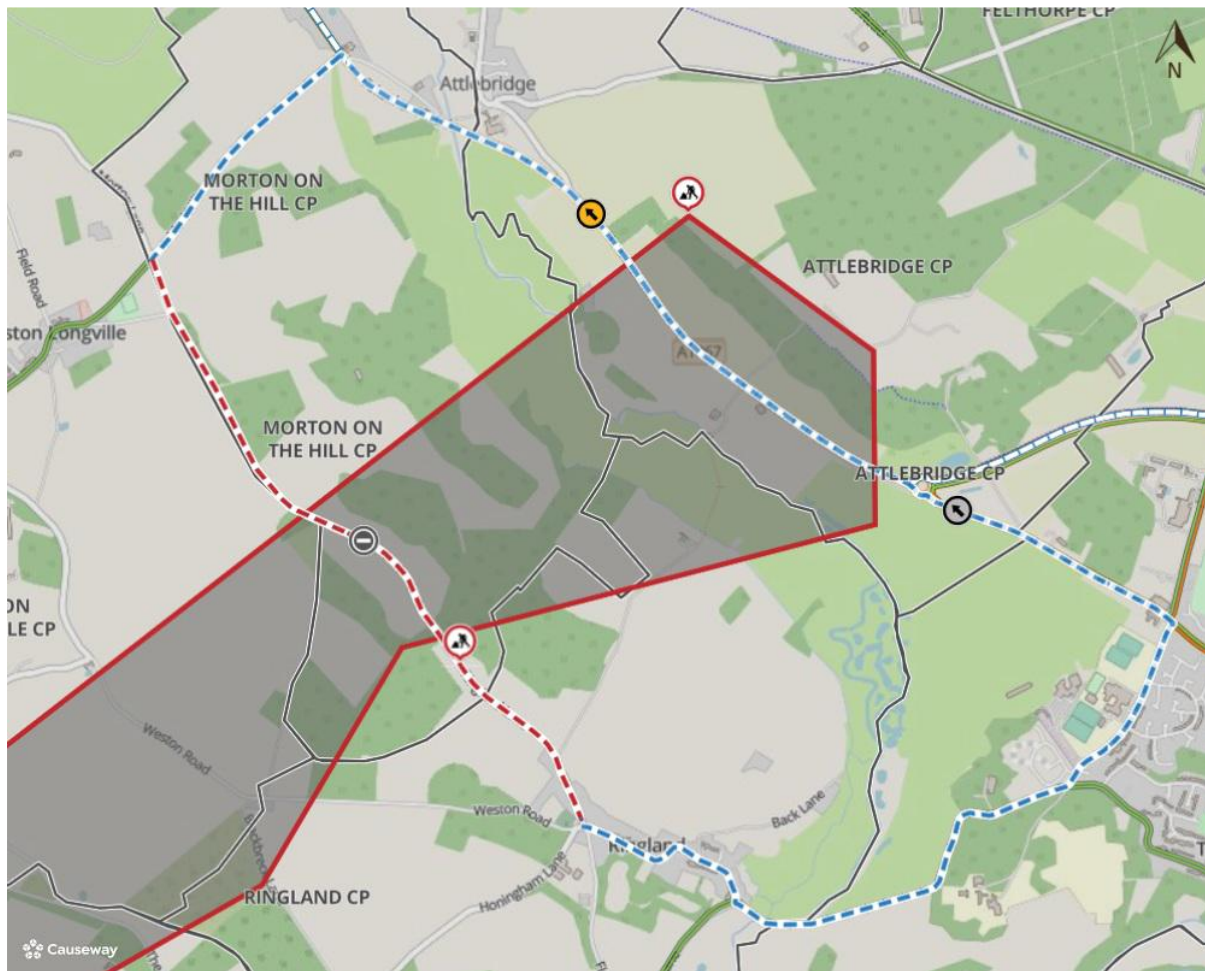
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Dated this 28th day of February 2025.

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NR1 2DH



Ringland Parish Council - Accounts 2024/25

Payments (Expenditure)	2023/24	Grants or other income received	held from prev. years	Budget	Actual	Over/ Under Spent	Receipts (Income)	2023/24	Budget	Actual
Administration							Precept	8,290.00	8,290.00	8,290.00
Clerk's Salary	4,865.55			3,800.00	4,602.89	-802.89	Canoe Permit	280.00	300.00	340.00
Office Expenses	279.98			410.00	201.36	208.64	Village Hall hire	866.50		1,384.00
Travel Expenses	-			100.00	0.00	100.00	Commons			5,382.48
Training	54.00			200.00	0.00	200.00	Recycling	746.46		252.70
Councillor Expenses	-			50.00	0.00	50.00	Wayleave	37.12		0.00
Audit	75.00			125.00	125.00	0.00	Grant	700.00		5,929.86
Insurance	1,292.89			500.00	918.11	418.11	Other			14,262.22
Publication (Website)	102.70			130.00	237.24	107.24	VAT Refund from previous yr	1,311.57		252.77
ICO	35.00			35.00	0.00	35.00	Bank Interest			115.00
Subscription / Membership	194.25			180.00	117.61	62.39				
APM Refreshments	-			25.00	0.00	25.00	Total	12,231.65	8,590.00	36,209.03
Maintenance							Opening Balance @ 1 April	28,466.71		26,855.92
Grass cutting	3,990.00			4,300.00	3,780.00	520.00	Total Receipts	12,231.65		36,209.03
Footpaths	-			250.00	0.00	250.00	Total Payments	13,842.44		25,723.54
Notice boards				250.00	0.00	250.00	less trf of funds from Bus. Res. a/c			-13,373.22
Commercial bins	825.79			900.00	449.76	450.24	Closing Balance	26,855.92		23,968.19
Bottle Bank (recycling)	75.00			100.00	81.24	18.76	Represented by:			
Village Hall	843.43			1,600.00	658.13	941.87	Bus. Current Account	6,880.09		17,250.58
Tree Works	500.00			1,000.00	0.00	1,000.00	Bus. Reserve Account	19,950.34		6,692.12
Commons	-			750.00	0.00	750.00	Villate Hall float	-		-
Village Sign	-			100.00	0.00	100.00	RPC Events	25.49		25.49
Defibrillator	125.00			300.00	0.00	300.00				
S137 Grant	-			-	0.00	0.00	Total	26,855.92		23,968.19
Community Events	-			-	180.51					
Projects	331.08			-	12,695.28					
VAT yet to be reclaimed	252.77			-	1,676.41					

Payments (Expenditure)	2023/24	Grants or other income received	held from prev. years	Budget	Actual	Over/ Under Spent	Receipts (Income)	2023/24	Budget	Actual
Sub Total - Recurring Exp.	13,842.44			15,105.00	25,723.54	4,984.36				
Projects (EMR)										
River Green Parking	1,000.00			500.00						
Building Contingency	1,500.00			500.00						
Village Hall Car Park	3,000.00			5,000.00						
Church Green	4,000.00	5,929.86		5,000.00	12,431.21	1,501.35				
Election	1,500.00			-			Earmarked Reserves (EMR)	5,000.00		
Sub Total - Projects	11,000.00		-	10,000.00	12,431.21	1,501.35	General Reserves @ 31 March	8,000.00		

The Big Broadland Litter Pick 2025

Dear Parish Councils,

I am excited to share that The Big Broadland Litter Pick is returning this year, running from **1 March until 31 May 2025**, alongside Keep Britain Tidy's Great British Spring Clean. This is a fantastic opportunity for community groups to help keep our areas clean and tidy.

We'll provide everything you need - litter pickers, hi-vis vests, rubbish sacks, safety guidance and promotional material for the event. Plus, there's a £20 reward for participating groups, along with a chance to win £200 in our prize draw! Simply fill out the attached Completion Confirmation Form after the event, and return it to me to claim your reward and to be entered into our prize draw.

We'd love for you to share your litter-picking efforts on social media! Please tag **@BroadlandDC on Facebook** or use the hashtag **#BigLitterPick2025**, and we'll share your posts.

For anyone who is interested in taking part, please see the attached information to help you to organise, promote and complete the litter pick.

- Reward and Prize draw details and terms and conditions
- Promotional poster
- Guidance – **must** be read before you organise the event. This document has been recently updated so please make sure you read it even if you have taken part in previous years.
- Completion Confirmation Form – **must** be filled in and returned to me after the event to receive the £20 reward and to be entered into the £200 prize draw.

Once you've organised a date, chosen an area and gathered your volunteers, please reply to this email, or contact me on ContractsOfficer@southnorfolkandbroadland.gov.uk with the following details:

- Confirmation you have read the Guidance document
- Your parish/town
- Your name and contact email address (as the lead litter picker)
- Group that you represent (i.e. School, scouts, community individuals etc)
- Date of the litter pick
- Number of volunteers and equipment you need to borrow (litter pickers, hi-vis vests and waste sacks)
- When you would be able to collect and return the equipment
- The proposed collection point for the waste collected

- Your initial ideas for what you would choose to spend the prize draw money on (if you win!)

After we receive your details, we'll contact you with arrangements for the collection of the equipment if required. Equipment must be collected and returned to the **Broadland District Council Offices – Horizon Business Centre, Peachman Way, Norwich NR7 0WF**. The collection of equipment will need to be the day/week prior to the event and the return will need to be the day/week after the event.

If you have any questions, please don't hesitate to contact me. Otherwise, I look forward to hearing from you with the above requested details!

Kind regards,

Contracts Officer Team



Reward and Prize Draw Terms & Conditions

To be entered into the prize draw to win £200 (total of 20 prizes of £200 available), your community group, charity or school must complete a litter pick and return the Completion Confirmation Form.

All names will be placed in the prize draw and 20 winners will be randomly drawn by the Portfolio Holder for Environmental Excellence. The outcome of the prize draw will be communicated to all participating groups once the prizes have been drawn (date of draw: July 2025). This is a grant-based award and all money must be claimed in the same financial year.

All entries must be by or on behalf of a recognised community group or charity. We cannot pay any prize draw money to an individual without details of the community group or initiative that will benefit. We can only accept one entry per group for the prize draw. We request that any award is spent for the communal benefit of the group, charity, school or community and may ask for information as to how it is spent for use in promotion.

VE Day Community Grant - Now Open

Good morning,

I am writing to inform you of our latest grant available for Town Councils, Parish Councils and community organisations within the Broadland District. Please find below details of our VE Day Grant which is now open to applications.

What is the VE Day Grant?

Broadland Council has established a new grant to support Town Councils, Parish Councils, and community organisations across the district to organise a commemorative event for the 80th anniversary of Victory in Europe (VE) day on Thursday 8th May 2025. Events organised between 1st May and 15th May will also be accepted.

What will the VE Day Grant support?

The grant will be available to help towards the costs that may occur when organising VE Day events for the community. Town Councils, Parish Councils and community organisations are eligible to apply for the grant and must demonstrate that the funds are to support the provision of an event for residents.

Up to £300 of funding per parish is available to support commemorative community events or tributes that are community focussed, accessible and open to all within the community. This grant will not support or contribute to purchasing of beacons or similar.

Who is eligible to apply for VE Day grant?

All Town Councils, Parish Councils and community organisations in the Broadland District are eligible to apply for the VE Day grant. A grant will be considered on receipt of a completed application form and proof of bank details.

Each council or organisation is only able to apply for one grant each and only one grant per parish will be accepted on a first come first served basis.

How do I apply for a VE Day grant?

Please visit our website for further information and an application form: <https://www.southnorfolkandbroadland.gov.uk/communities/community-funding/ve-day-grant>

Applications will close on Wednesday 30th April 2025.

If you have any queries, please do not hesitate to email the Communities team: communities@southnorfolkandbroadland.gov.uk or call 01603 430611

We look forward to receiving your application.

Event And Communities Coordinator

Funding for projects to reduce nutrients entering our watercourses and release housing

Dear Parish Clerks,

I am emailing on behalf of the Nutrient Mitigation Fund (Norfolk) - a collaboration between Broadland District Council, South Norfolk Council, Breckland Council, North Norfolk District Council and Norwich City Council.

Many planning applications across Norfolk are currently held up due to nutrient neutrality, with the need to be able to demonstrate that additional development will not increase the levels of phosphorus and nitrogen in our rivers.

By working together our Councils are able to offer Grant funding to undertake feasibility work, and capital loans to deliver nutrient reduction projects across Norfolk. Providing the opportunity for landowners and businesses to bring forward projects to reduce the levels of phosphorus and nitrogen currently entering our vulnerable watercourses - the River Wensum and The Broads.

Credits are generated from the nutrient mitigation, and the landowners can use these credits themselves for their own developments or sell them on, generating income for themselves.

I am emailing to ask for your help in promoting this Fund to help address the issue of nutrient neutrality in Norfolk and to release stalled planning applications.

Please find attached our new Norfolk Nutrient Mitigation Fund (NNMF) leaflet, containing lots of information on the Fund, in addition to a link directing you to our updated website with further information, and some case study examples.

We also have printed flyers and can provide a more detailed slide deck on request. The following link will also take you to our dedicated NMF website [Home | NMF Norfolk](#).

Any help you can provide to promote this Fund would be greatly appreciated and if you have any questions at all, please do not hesitate in contact me. The team is always happy to discuss and to answer any questions.

Kindest regards,

Scheme Administrator – Nutrient Mitigation Fund

Tree planting grants available now

Good afternoon,

I hope this email finds you well.

I am writing to make you aware of Broadland District Council's Community Tree Planting grants that we have available. The grants provide up to £1,000 for tree planting projects in Broadland. Town and Parish Councils, community and voluntary groups are able to apply. The grants cover trees, tree guards, labour and aftercare.

There are huge positive benefits to planting trees including sequestering carbon, reducing air pollution, increasing biodiversity and improving soil quality. It is also beneficial for the local area, for community spaces and for wellbeing.

[You can find our more information on our web page here.](#)

Applications need to demonstrate the costs of the project and include a planting plan (a map of where the trees will go), details of chosen species and an aftercare plan. If you are keen to participate but need some help with this, please get in touch. We're keen to hear from all interested groups and to find the best way to support community tree planting in Broadland

Trees need to be planted by the end of March to have the best chance of survival, so we'll need to have applications in soon.

We also have landowner tree-planting grants available for businesses, farmers, or individuals. [More information can be found on our web page here.](#)

If you would like to discuss any aspect of the grant scheme, please reply to this email.

Kindest regards,

The Climate Change and Environment Team

Climate Change Officer

A photograph of a seal resting on a sandy beach. The seal is looking towards the camera with a curious expression. Its fur is dark with lighter, mottled patterns. The background shows white, frothy waves crashing against the shore, creating a bokeh effect with bright light spots. The overall scene is bright and sunny.

Orsted
Community
Newsletter

February 2025

Hornsea 3 Offshore Wind Farm

Introduction

Welcome to the latest community newsletter for Hornsea 3. As the world's largest offshore wind farm, with a capacity of 2.9 GW, Hornsea 3 will generate enough green energy to power more than 3 million UK homes, strengthening the UK's energy security. This £8.5 billion project will not only contribute to cleaner energy but also boost the local and national economy through investment in the supply chain and job creation.

In this edition, we're excited to share updates on abnormal load movements, our innovative Project Soil initiative, and our involvement with the Considerate Constructor Scheme. You'll also discover new ways to get involved in our community outreach programs and meet Olly Sherwood, one of our dedicated Health and Safety Apprentices.

Thank you for reading, and as always, feel free to reach out with any questions or feedback - we'd love to hear from you!

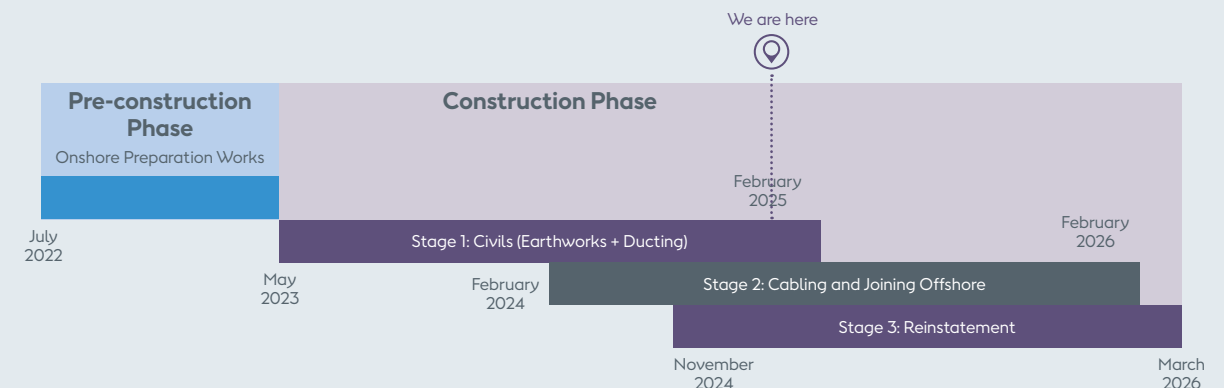


Jason Ledden
Senior Project Director,
Hornsea 3



Project updates

The timeline below provides an overview of where we are with our onshore cable installation works against the wider construction programme.



Cable Installation

Progress continues on the installation of underground ducting and cables for the Hornsea 3 Offshore Wind Farm:

- **Ducting:** Ducting is the process of installing protective plastic casings (ducts) underground to create a secure pathway for electrical cables. These ducts help shield the cables from external damage and reduce the risk of overheating by using a specialist insulating material. To install the ducting, trenches are excavated, the ducts are laid in place, and the trenches are then backfilled. So far, this work has been completed in 49 out of 72 zones.
- **Horizontal Directional Drilling (HDD):** HDD is a trenchless method used to install underground ducts with minimal surface disruption. This technique is particularly useful for placing ducting under roads, rivers, woodland, and railway lines, eliminating the need for open-trench excavation. In total, approximately 95 HDD's are planned for the project. To date, 15 complex (large-scale) HDDs and 50 simple (smaller-scale) HDDs have been completed along the route.
- **Joint Bays:** Joint bays are underground enclosures where cable sections are connected (jointed) to form a continuous electrical circuit. They are typically positioned every 1 to 1.2 km,

depending on factors such as cable length, road access, topography, soil type, and other physical constraints like rivers and roads. These joint bays provide a controlled environment where specialist teams will securely connect and insulate the cables. So far, 24 joint bays have been completed.

Full Marks from the Considerate Construction Scheme

On 17 January, our site was visited by assessors from the Considerate Constructors Scheme (CCS), a not-for-profit organisation dedicated to raising standards and fostering responsible practices in construction. We are delighted to announce that our site achieved a perfect score of 45/45, reflecting excellence in the three key assessment areas: Respecting the Community, Caring for the Environment, and Valuing the Workforce.

The assessors praised our site's immaculate presentation, with regular litter picks, welfare checks, and signage promoting corporate values. Our strong community engagement was also highlighted, including goodwill works, collaboration with local schools and colleges, and clear updates through notice boards and social media.

This recognition is a testament to our team's hard work and dedication to excellence. Achieving full marks reinforces our commitment to setting industry-leading standards in construction.

Abnormal Load Movements

Some of the equipment required to construct Hornsea 3 is so heavy that transporting it requires specialised vehicles and police escorts. These movements, which require weeks of logistical planning, are known as 'abnormal loads.'

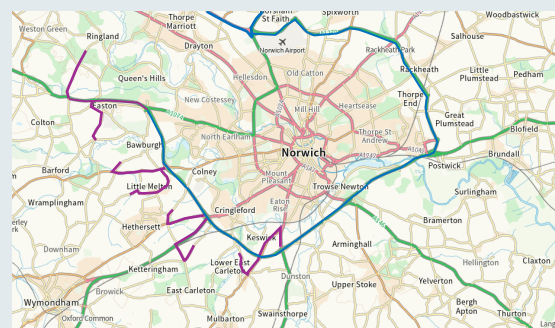
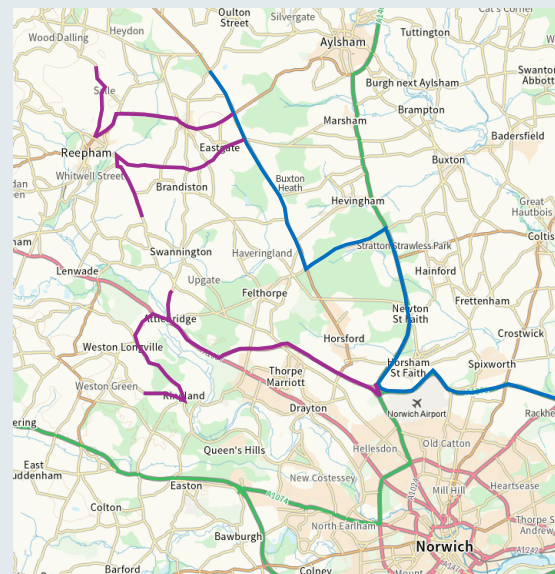
The first phase of these movements was from the Port of Boston, Lincolnshire to our compound in Oulton and is planned to finish by late 2025. The second phase began in July 2024 between our compound in Oulton to points along the cable route north of Heydon. These finished in January.

In February, the next phase started from our compound in Oulton to points along the cable route south of Heydon. These are expected to finish by the end of the year.

There will be approximately four movements over two days each week (Monday to Friday). However, the number of deliveries each day may vary. The routes have been carefully identified to avoid weak bridges and comply with height and other restrictions. Local councils, the police and highway authorities have agreed the routes are suitable.

The routes the abnormal loads will take are shown on the maps. The blue route is the main route, that includes sections of the A1270 and A47 around Norwich, which will be used throughout the whole period of movements. The purple routes will be used for shorter periods of time.

We work with our hauliers and Norfolk Police to minimise disruption to local communities. The police escort's assistance with traffic management has been indispensable. Although it is difficult to know exactly what time the abnormal loads will travel through certain places, we try to avoid rush hour and school drop-off and pick-up times. We will update stakeholders and local communities on these routes in due course.



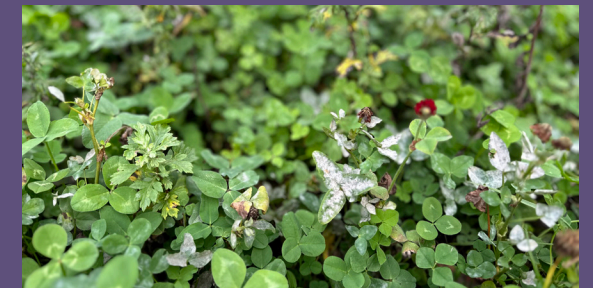
- Road to be used for abnormal load movements February - late 2025
- Roads to be used for shorter periods of time at points between February - late 2025

Project Soil

We are focused on making sure the construction of Hornsea 3 is done responsibly, in a way that enhances biodiversity.

Our initiative, Project Soil, focuses on managing soil displaced during the Hornsea 3 cable installation works to minimise our impact. We are committed to reinstatement – the process of restoring a construction site to its original condition after work is completed.

One key activity involves removing topsoil to lay the electricity cables. This soil is temporarily stored in bunds (banks or mounds of earth) along the construction strip during the installation phase and is returned during reinstatement. Traditionally, these bunds are planted with grass seed to prevent soil erosion caused by wind and weather.



Project Soil takes this a step further. By changing how these bunds are managed, we aim to preserve soil quality and promote biodiversity. Instead of grass seed, we use a diverse mix of species, including deep-rooting plants to improve soil structure, legumes to enrich nitrogen levels, and flowering species to attract pollinators. This approach not only prevents soil erosion but also enhances soil health and supports ecosystems.

The National Institute of Agricultural Biodiversity (NIAB), in partnership with the Morley Agricultural Foundation, has conducted trials to identify the most effective seed mixes. The trials, which began in May 2023, assess biodiversity, soil protection, and nutrient retention. Early results are being used to develop seasonal seed mixes, which have now been applied to nearly all 55 km of soil bunds along the Hornsea 3 cable route. Insights from these trials will help refine our methods for future projects.

We are also collaborating with our global sustainability team to use cutting-edge AI technology for monitoring insect numbers and species around the soil bunds. This allows us to quantify the impact of species-rich seed mixes on insect populations.

Through Project Soil, Ørsted is reinforcing its commitment to both renewable energy and sustainable practices, ensuring environmental and agricultural benefits during the construction of Hornsea 3.



Day in the life - Olly Sherwood, Health and Safety Apprentice

My name is Olly Sherwood, and I'm a 21-year-old Health and Safety apprentice with VolkerFitzpatrick – the Hornsea 3 principal contractor responsible for the installation of the onshore cables. As a lifelong Norfolk resident and Norwich City FC fan, I'm thrilled to be working on such a significant project like Hornsea 3 right in my back garden!

My mornings often start with updating our health and safety trackers, ensuring all close calls and incident data are logged accurately. This might sound routine, but it's vital for keeping our team informed and proactive. Once the administrative tasks are complete, I grab my gear and head out to the site.

On site, my job is all about people. I check in with the teams, making sure they have what they need to stay safe and comfortable while they're on site. Whether it's double-checking Personal Protection Equipment, reviewing site setups, or just having a chat, I enjoy being hands-on and contributing to a safer working environment.

One of the most exciting parts of my day is seeing the tangible progress we're making on the project. Knowing that we're part of creating a renewable energy source is incredibly rewarding.

Since transitioning to Health and Safety from an administrative role, I've been constantly learning, whether it's from shadowing experienced team members or tackling new challenges. This apprenticeship has shown me how valuable on-the-job learning can be, and I'm proud to be part of such a supportive and friendly team.

No two days are the same, and that's what keeps me passionate about what I do. Working on the Hornsea 3 project isn't just a job, it's a chance to grow, contribute, and make a real difference in my community.



Giving back to the community

Getting out in the community

Over the past few months, our team has continued getting out and about, engaging with residents, students, and organisations through various events.

Archaeology Event (21 November)

It was great to welcome nearly 300 people to our educational event at Cawston Village Hall where we showcased archaeological finds uncovered during the Hornsea 3 works. These exciting discoveries included prehistoric stone tools, Roman pottery and medieval metalwork. Visitors engaged with archaeologists, explored historical periods through interactive displays, and younger attendees from Reepham High and Cawston Primary School enjoyed hands-on activities like a simulated 'Dig Pit'. This was a fantastic and unique opportunity for us all to connect with Norfolk's rich history and learn about our past.



Careers Days at Local Schools (13 and 14 December)

Around 500 students from Years 7–12 joined us at Gresham College's career day where we showcased how our work combines technology, sustainability, and construction alongside other STEM-focused businesses. Students had the opportunity to explore the innovative aspects of Hornsea 3 and learn how renewable energy projects are shaping the future.

We also ran several workshops at Reepham High School, giving students the chance to learn about the project and explore careers in construction. The workshops included a Q&A session, where students could ask questions and gain valuable insights into the industry. We also conducted mock interviews to help students practice key professional skills and build confidence. In the evening, we joined the school's careers event, engaging with students of all ages and their parents to discuss opportunities and answer further questions about the project and construction careers.

Cawston Pop-Up Stand (4 December)

We were pleased to hold a pop-up stand at All Things Nice in Cawston to provide the local community with an accessible opportunity to learn more about the Hornsea 3 project. It was great to speak to visitors and answer their questions. We look forward to hosting more of these at other locations along the cable route so keep an eye out on the Hornsea 3 website for future pop-up stands.

Contact us

If you'd like to get in touch or follow the latest updates regarding Hornsea 3 and the wider Ørsted UK team, please visit our website or follow us on social media.



Community@hornsea3.co.uk



0800 158 2354



www.hornseaproject3.co.uk



@OrstedUK #HornseaProject3

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orsted.co.uk



Nutrient Mitigation in Norfolk

Thinking about a Nutrient Mitigation Project?

The Norfolk Mitigation Fund offers **grants and repayable loans** to reduce phosphorus and nitrogen levels in the Wensum, Bure, and Yare catchments. This supports much-needed housing and helps restore river conditions through nutrient neutrality.



Who can apply?

To qualify for funding, your project must:

- Be based or applied within the Wensum, Bure, or Yare catchments ([Wensum and Broads Nutrient Neutrality Catchment Map](#)).
- Aim to reduce phosphorus and nitrogen outputs.
- Involve diversifying your operation (temporarily or permanently).
- Require specialist advice or capital funding.
- Not already receive government support for the proposed activity.



What Projects Qualify?

Here are some examples:

Crop changes: Planting low-fertiliser crops or those that absorb nutrients.

Fertiliser reduction: Applying less or switching to alternatives.

Riparian buffers: Installing or expanding natural buffers near waterways.

Livestock changes: Reducing or ceasing livestock levels.

Septic tank upgrades: Modernising or combining multiple systems.

Nature-based solutions: Creating wetlands or similar ecosystems.

Business adaptations: Installing new equipment or changing operations.

Case studies are also on our website

Where can the fund help?

Feasibility Support: If you have an idea but need scientific advice or funding to explore it further, a grant could help.

Loan Funding: If you have a project ready to go but need funding to make it a reality, a loan could be the solution.

Important to Note:

- Your project must be **new or in progress** – the Fund cannot purchase credits from completed work.
- Projects generating biodiversity net gain credits may also qualify for nutrient credits.

About the fund

Run by five Norfolk Councils, the Fund launched in May 2024. By October 2024, it has already awarded £6.2m in loans and £277k in grants.



Learn more

info@nmfnorfolk.co.uk

nmfnorfolk.co.uk