



Long Stratton Town Council

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

Chairman: Mr Kelly Lunness. Clerk: Mrs B Buck

Tel: 01508 530524

Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

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

Monday 8th July 2024 at 7pm at the Pavilion, club room.

1. To receive applications for co-option
2. For co-opted members to sign the declaration of office in the presence of the Clerk.
3. To receive apologies for absence
4. To receive disclosures of interest and dispensations
5. To allow members of the public and district and county councillors to speak - max 20 Minutes
6. To approve the minutes of the meeting held on 10th June & 25th June 2024
7. Finance and Governance
 - a. To note and authorise income and expenditure through Unity Trust Bank since 10th June 2024
 - b. To note all credit card payments since 10th June 2024
8. To receive verbal feedback from the event held 6th July 2024
9. To discuss and decide on quotation received from First Connect regarding CCTV and security
First Connect
10. To discuss and decide on renewing contract with TT Jones, street light maintenance.
TT Jones
11. To discuss and decide on a container for bike active.
12. To discuss and decide on asking Councillor Harris to represent Long Stratton Town Council regarding weed growth and the effect on flooding with Norfolk County Council.
Weed growth
13. To discuss and decide on street lighting for Norfolk Homes development.
Street lighting
14. To discuss and decide on who will represent the Town Council meeting with Long Stratton Football Club.
15. To note upcoming meeting dates.
 - a. Finance @ 7pm Monday 15th July
 - b. LSEP meeting, week beginning 22nd July (TBC)
16. Any other business – not for discussion.



Long Stratton Town Council

MINUTES OF FULL COUNCIL MEETING HELD ON 10th JUNE 2024 @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors, Kelly Lunnes, Helen Dickerson, Katrina Thompson, , Judith Baker, Mat Pochin, Andrew Lansdell, David Willis and Robin Ciora (19:04)

Town Clerk, Becky Buck, Town Council Apprentice Molly Hallett

3 members of the public

1. To receive apologies for absence

Councillors Willis, Smith and Mundford gave apologies for absence with reasons which were accepted by the Council.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensations received.

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

1 member of the public asked if information regarding where to find information about the bypass will be found in the Sextons Wheel and whether when the Council introduces QR codes whether this will be explained in the Sextons Wheel. It was confirmed that both will feature in the Sextons Wheel when it was required to.

4. To approve the minutes of the meeting held on 13th May 2024

The minutes of the meeting held on 13th May 2024 were approved by Council and signed by the Chairman as true copy.

5. Finance and Governance

a. To note and authorise income and expenditure through Unity Trust Bank since 13th May 2024

Income and expenditure were noted and approved by Council and the Chairman signed the payment list.

b. To note all credit card payments since 13th May 2024

All credit card payments were noted by the Council and the Chairman signed the payment list.

6. To receive the Internal Auditor report.

The internal audit report was noted by the Council.

7. To discuss and decide on the Annual Governing Account Report (AGAR)

a. Annual Governance Statement

The Chairman read each statement in turn and the Council collectively agreed each statement. The Annual Governance Statement was then signed by the Chairman in the presence of the Council.



Long Stratton Town Council

b. Accounting Statement

The Clerk talked through the Accounting Statement and answered any questions. The Council resolved to adopt the statement and the document was signed accordingly in the presence of the Council.

8. Event 6th July 2024

a. To review and appoint volunteers for the event.

The volunteer list was reviewed and additional volunteers were added.

b. To discuss and decide on providing a free burger and drink for volunteers.

It was agreed that the Council will provide a free burger and drink for volunteers.

c. To discuss and decide on purchasing a wireless microphone.

It was agreed to purchase a wireless microphone for the benefit of events.

9. To discuss and decide on supporting Hedgehogs R Us

It was agreed to purchase 1 box of 50 and sell them at a stall run by Councillor Thompson, if there are more required than a list will be taken.

10. To discuss and decide on a Hope Café banner for the pavilion railings.

It was agreed to allow Hope Café to have a banner to advertise on the railings opposite the pavilion for the week leading up to Hope Café.

11. To note the following meeting dates

a. Events 24th June 2024 @ 7pm

This date was noted by the Council.

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

13. Staffing matters

The Clerk advised that the Direct Services Officer has resigned. The Council approved the advertisement and recruitment of a Direct Services Officer. Terms and Conditions were agreed.

With there being no further business, the Chairman closed the meeting at 19:58

Becky Buck

From: Barrie Gowers <barrie@first-connect.co.uk>
Sent: 09 May 2024 10:59
To: Becky Buck
Cc: Molly Hallett
Subject: Recommended Remedial Works for Intruder Alarm System

Good morning Becky,

I trust this email finds you well.

Further to my recent visit please see below some recommendations that were discussed at the time.

Upgrade Alarm Transmission System

Quote Ref: FC-3531-24

We initially had difficulty with transferring the existing CSL Dual Com unit to our Alarm Receiving Centre as the manufactures (CSL) were unable access the unit via the mobile network to make the relevant changes to the device. Speaking with the technical support at the time it was discovered that there was a history of the unit not operating via GPRS reliably before being transferred to First – Connect. We were able to get this unit replaced under warranty on a like for like basis which has now been installed and operational. The manufacture (CSL) has advised that consideration should be taken to upgrade the Alarm Transmission System as the existing unit only supports 2G and 3G and with 3G being phased out and no future development with 2G this could cause issues in the future. The Dual Com Pro unit will operate on 2G, 3G and 4G which will future proof the system.

We recommend replacement of the existing CSL Dual Com GradeShift communication device for one CSL Dual Com Pro IP + 4G , dual path ATS (Alarm Transmission System) the unit will be installed within the control equipment and commissioned to operate in a DP2+ format. This form of notification utilises a network (IP) technology combined with mobile phone network connectivity to offer a dual path signalling solution. The ATS operates across an existing broadband router providing selected ports are open for the transmission of outbound traffic. This unit will be installed with a roaming 4G SIM providing operation across the four main mobile network providers (O2, Vodafone, Three & EE), offering superior flexibility for customers in reduced mobile strength areas as the ATS will switch to an alternative mobile path. Failure of a single path is reported to the Alarm Receiving Centre as an ATP (Alarm Transmission Path) fail, with the second path still being available to transmit alarm information. Signals will be transmitted in an extended SIA format via serial connection.

Quotation

Our quotation to supply, install and commission the Dual Com Pro IP + 4G DP2+ as detailed, including 12 months monitoring fee will be **£443.07+VAT**. The estimated ongoing monitoring fee for the Dual Com unit after the first year is **£170.57+VAT**. On completion the existing Dual Com GradeShift connection will be cancelled, and any monies refunded will be returned to you.

Quote Ref: FC-3532-24

During our visit it was reported that there have been some issues with setting Area A which includes the office, workshop, server room and the plant room this is likely due to the completion of setting is done via the detector in the office as used as a final exit type zone. We would recommend that a door contact is fitted to the office door and programmed as the final exit for Area A this will mean that when starting the exit procedure from the keypad the completion of setting will be when the door is closed, and on opening the door will start the entry timer allowing the Area to be disarmed via the keypad. This will also allow the detector in the office to be programmed as an entry route type zone which means that it will immediately activate the system if entry is gained through the window when the Area is armed.

Quotation

Our cost to attend and install one door contact to the internal office door as detailed above will be **£187.60+VAT**. Following the completion of the works detailed, the device will be tested, checked for correct operation, demonstrated to you, and documented accordingly. All surplus, redundant, and waste materials will be cleared from site and disposed of accordingly.

Lone Worker Alarm

Quote Ref: FC-3536-24

During our visit it was established there is currently a Eaton wireless panic button being used as a Lone Worker Alarm this has been connected directly to input 5 of the intruder alarm communicator using Cat5e data cable this is crude way of doing this connection and is not monitored should there be a fault with either equipment or cabling and the alarm signal doesn't latch. Cat5e network type cable isn't compliant with BS 4737-3.30 2015 and therefore shouldn't really be used with intruder alarm systems. Therefore we would recommend the following works are completed to ensure the Lone Worker Alarm operates correctly: -

1. Installation of one powered zone expansion unit for the purpose of additional zone inputs and power supplementary required for the system. This unit will be installed with battery back-up for continued operation in the event of a power cut.
2. Recable the Eaton wireless receiver located in the roof space with 8 core type 2 intruder alarm cable.
3. Connection of the Eaton wireless receiver to a circuit inputs of the intruder alarm system and to be programmed as medical type zone. The intruder alarm is to monitor the tamper and fault outputs of the wireless receiver which will report a fault through the remote keypad.
4. Commission and test communication of Lone Worker Alarm through to the alarm receiving centre.

Quotation

Our cost to attend and complete the works as detailed above will be **£492.34+VAT**. Following the completion of the works detailed, the device will be tested, checked for correct operation, demonstrated to you, and documented accordingly. All surplus, redundant, and waste materials will be cleared from site and disposed of accordingly.

I hope that this all this makes sense and these proposals meet your approval but if you have any questions or wish to discuss further please do not hesitate in contacting me.

Kind regards,

Barrie Gowers

TECHNICAL SUPERVISOR

Tel: 01508 471471 | **DD:** 01508 486837 | **Mob:** 07702 161473

Take a look at our website to see what services we offer: www.first-connect.co.uk



FIRST CONNECT

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TT JONES ELECTRICAL LTD

ISO9001

REGISTERED FIRM
G23091740

Tel: 01603 747270

GF5 Crafton House, Rosebery Business Park, Mentmore Way,
Poringland, Norwich NR14 7XF

Info@ttjones-electrical.co.uk www.ttjones-electrical.co.uk

Vat No. 823 6431 41



THE CONTRACTORS
ASSOCIATION
ACCREDITED MEMBER

Long Stratton Town Council
Long Stratton Town Council Pavilion
Manor Road Playing Fields
Manor Road
Long Stratton
Norfolk NR15 2XR

27 June 2024

FAO : Becky Buck – Clerk to the Council

BY EMAIL

STREET LIGHTING MAINTENANCE CONTRACT

Quotation from 1 August 2024 to 30 September 2027 for 3 year period.

Total cost per year 167no. assets	£ 754.16 + VAT
Paid in quarterly payments of	£ 188.54 + VAT

167no. LED lanterned assets

- 100% to be cleaned and inspected annually
LED lanterns to be inspected specifically to LED manufacturer's guarantee criteria

TT Jones Electrical Limited will attend to faults within 5 working days of initial report to the Company by the Council's authorized agent(s). Please see fault reporting protocol below.

Following initial attendance to a fault report, should further works be required, TT Jones Electrical Limited will report in writing any faults or damage to the assets within 20 working days of their discovery and advise what repairs or replacements are necessary, together with an estimate of cost. TT Jones Electrical Limited shall complete any agreed work (where possible) within 28 working days from receipt of the Council's acceptance of the quotation.

Also included, TT Jones Electrical Limited will carry out an annual clean and thorough visual mechanical inspection to Institution of Lighting Professionals (ILP) document GN22. TT Jones Electrical Limited will deliver to the Council a full and detailed defect report with accompanying cost of repairs (if applicable).

Not included:-

1. Shades/bowls/covers
2. Accident, vandalism, impact damage, water ingress or deterioration
3. Obsolescence
4. Upgrading
5. Age related deterioration
6. Columns (including doors)
7. Lanterns
8. Removal of old or damaged stock
9. Time switches
10. Painting
11. Photo electric cell (excluding first year of installation)
12. Pole/Wall Brackets
13. Refitting of column doors
14. All other items not listed specifically in the list of inclusions above



ELECTRICAL CONTRACTORS
ASSOCIATION

Directors: P.T. Jones · R.L. Jones

Company registration no. 4843309

Incorporated in England registration office - Unit 3 C/o Adepta Ltd, Kirby Road, Kirby Bcdon,
Norwich, Norfolk NR14 7DU

EST 1986



All items listed above are subject to our schedule of rates. A copy can be sent on request.

All goods and materials used by TT Jones Electrical Limited in carrying out works shall comply with any relevant British Standards Specification as far as possible.

Fault Reporting Protocol

The report shall take the form of an email sent to TT Jones Electrical Limited's recognized email address (info@ttjones-electrical.co.uk) marked FAULTS and must be sent from the Client's authorized email account. The report should detail specifically the asset registration from the Client's asset listing and the asset address. In addition, details of the asset fault condition. Clients must add a "read receipt" to the email thereby ensuring that if the Client does not receive a read receipt by return within 24hours then notification should be resent.

Contact Details

Address: Crafton House Mentmore Way
Poringland Norwich NR14 7XE
Telephone: 01603 747270 (answerphone)
Email: info@ttjones-electrical.co.uk **our preferred fault reporting method.**
Please select auto reply for read emails.
Emergency: **07845 914995** (24hours/7 days per week/365 days per year)

--oo0oo--

Emergency call out provision **24hour 7 days per week**. Call out during normal office hours (9.00am – 5.00pm) responding **within 2hours** £60.00.

Emergency call out provision **24hour 7 days per week**. Call out outside of normal office hours responding **within 2hours** £120.00.

Basic hourly rate (1 man plus hydraulic platform) £45.00ph. This figure is for information only and covers works undertaken outside of the scope of this contract.

Prices above and schedule of rates increase each year on the anniversary of the contract in line with the RPI published for the proceeding March.

TT Jones Electrical Limited's interpretation of upto 5 working days to attend a reported fault is from the first working day immediately following receipt of the emailed report from the Client's authorized agent. 5 working days is defined as five full working days from first day.

Non working days are determined to be weekends and Bank Holidays and any further days where weather anomalies prevent the safe operation of maintenance activities, ie. wind speeds exceeding 12.5 m/s for 4 or more hours within a working cycle.

T T Jones Electrical will notify the Clerk via email to Council's authorized email account within 3 working days of completion of works detailing date of repair. If no repair possible, then an explanation as to repair costs and estimated delivery time of said repair

District Network Operator (UKPN) Reporting

TT Jones Electrical Limited will undertake all reporting of District Network Operator supply faults on behalf of the Council. The Clerk will be informed if a report has been submitted to UKPN. An additional charge of £48.00 applies for this service to cover UKPN administrative requirements and ordinance survey mapping.

Either party may terminate this agreement if the other party fails in any material respect to perform or comply with any of its obligations under this agreement and (if it is capable of remedy) such default is not remedied within 30 days of recurring, written notice of specifying the default and requiring it to be remedied.

By agreement of both parties, Long Stratton Council has the option to extend this contract under the above terms by a further 2 years.

Failure to inform T T Jones Electrical Limited of the cessation of this contract, one month prior to the end of the contract date, in writing, will result in the automatic initiation of this contract extension.

Payment will be on production of a detailed invoice for work undertaken. Payment will be by BACS or cheque and will be made within 30 days of receipt of the invoice.

BACS Payment Details:-:

NatWest

Account Name T T Jones Electrical Limited

Account # 76123219

Sort Code 51-70-02

(please quote invoice number as payment reference)

For and on Behalf of:
T T Jones Electrical Limited

For and on Behalf of:
Long Stratton Council

Signed:	Signed:
Date:	Date:

Becky Buck

From: Justin Harris
Sent: 11 June 2024 18:27
To: Becky Buck
Subject: Fwd: Weed Growth on A140
Attachments: DSC_0054.JPG; DSC_0053.JPG

Hi Becky,

I captured a couple of photos on a walk recently. There is very significant weed growth in the channels on the A140. The risk is that this not only damages the highway leading to degradation of the asset but also it prevents the flow of water to the drains which leads to increased flood risk. Furthermore, this also increases the risk of blocking the drains with detritus, again increasing flood risk.

There are also a number of areas in the town with overgrown grass.

Personally I would like to meet with Norfolk County Council Highways to discuss the full range of intervention levels and cyclical activity that we can expect across the town. I'd prefer a discussion rather than fishing through the TAMP so that I can ask questions. I'm happy for this to be at NCC if it suits or over a Teams call if the meeting can't be held in Long Stratton.

Comments invited from yourself and other Councillors of course.

Cheers - Justin

JUSTIN HARRIS

Councillor

Long Stratton Town Council

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

Find us here: <https://www.longstrattoncouncil.info/>

From: Justin Harris <harrisjustin@btinternet.com>
Sent: Sunday, June 9, 2024 2:14:43 PM
To: Justin Harris <justin.harris@longstrattontowncouncil.gov.uk>
Subject:

Becky Buck

From: Streetlighting <streetlighting.pt@norfolk.gov.uk>
Sent: 10 June 2024 09:00
To: clerk@longstrattoncouncil.info
Cc: Jonathan Larter
Subject: S38 Norwich Road / Swan Lane, Long Stratton (Norfolk Homes) - 9/7/18/0112
Attachments: Norwich Road-Swan Lane, Long Stratton - Letter C2.pdf; NHLS1_H2_001 - Section 38 WRR General Arrangement Plan.pdf; NHLS1_HWY_004B - Section 278 General Arrangement Plan (1).pdf; NHLS1_ENG_111A - Site Investigation (Roads Shown).pdf; NHLS1_HWY_017 - Section S278 Location Plan (1).pdf; Mark-Up.JPG

Good morning Rebecca,

Norfolk County Council have been approached to define the street lighting requirements for the above development in Long Stratton.

Following discussions with our network safety department, the county council only requires lighting directly off the roundabout for 5 seconds of driving distance at the expected traffic speed. This will cover the first 67 meters from the roundabout and I have added a file called Mark-up, hopefully this will give you an idea how far NCC lighting will extend into the development.

We do not require any street lighting on the rest of the estate as there is no highway safety need for it.

I am writing to you to confirm whether or not street lighting will be required by the Parish Council on the internals of the estate. Please could I ask that you review the attached and return the complete C2 letter, I can then inform the developer of any lighting requirements.

If you have any questions, please feel free to get in touch.

Kind regards

Danny

Daniel Marshall, Electrical Services Technician (Street Lighting)

Infrastructure

Tel: 01603 224314 | Dept: 0344 800 8020

County Hall, Martineau Lane, Norwich, NR1 2DH



Norfolk County Council



My working hours are Monday to Thursday between 6:30 and 16:00

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Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

via e-mail
Rebecca Buck
Clerk to Long Stratton Parish Council
The Street
Long Stratton
NR15 2AH

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc: J Larter - NCC Developer Services

Your Ref:
Date: 10th June 2026

My Ref: 9/7/18/0112
Tel No.: 01603 224314
Email: streetlighting.pt@norfolk.gov.uk

Dear

**Development at Norwich Road / Swan Lane Long Stratton .
By: Norfolk Homes.**

The County Council will only be accepting responsibility for the street lighting directly off the roundabout to the north of this estate. The lighting will extend for 5 seconds worth of driving distance at the expected traffic speed into the estate, approximately 67 meters, the county council will not accept responsibility for any street lighting beyond this as it is considered that there is no highway need.

If your Council requires lighting on any other part of the estate and wishes to accept its future responsibility then it must be to a footway lighting standard, (Where no street lamp is mounted above 13 feet (3.9 metres) or where no street lamp is mounted more than 20 feet (6 metres) above ground level and there is at least one interval of more than 50 yards (45.75 metres)) between adjacent street lamps in the system) but the actual positions and equipment used is your Council's decision subject to the County Council's approval as Highway Authority.

Would you please complete the attached form and return it to me in order that I may know your Council's requirements.

Yours sincerely

Daniel Marshall
Street Lighting Technician

Continued.../

Encl

Continuation sheet to: 9/7/18/0112

Dated : 10 June 2024

-2-

To: Highways Maintenance Manager
Community and Environmental Services
County Hall
Martineau Lane
NORWICH
NR1 2SG

For the Attention of the Street Lighting Section

Development at Norwich Road / Swan Lane, Long Stratton
By Norfolk Homes.

Please select which statement applies to your Council, as the local lighting authority:

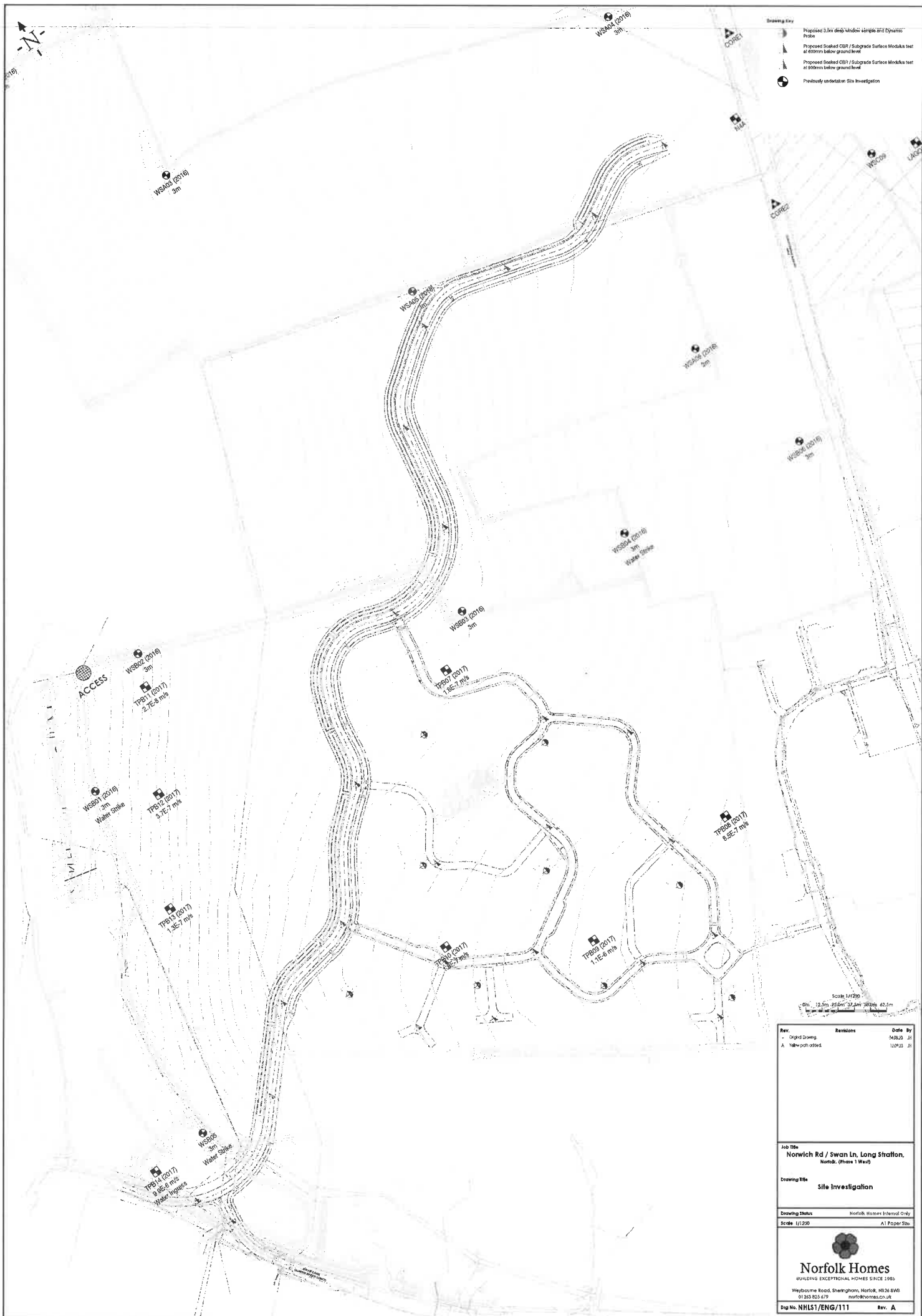
(Please tick one statement only)

The local lighting authority does not want street lighting to be installed on the above development.	
The local lighting authority would like street lighting to be provided on the above development and wishes to accept responsibility for it. The lighting will be designed and installed to a footway lighting standard.	

Name (Print): _____ Signed: _____

On behalf of the local lighting authority

You may wish to keep a copy of this for your records.



Drawing Key

- Proposed 3.0m deep window strip 600 Dynamic Probe
- Proposed Sealed CB1 / Subgrade Surface Modulus test at 800mm below ground level
- Proposed Sealed CB1 / Subgrade Surface Modulus test at 800mm below ground level
- Previously undertaken Site Investigation

Scale 1:1250
 GN 13.0m 25.0m 32.0m 40.0m 47.5m
 0m 10m 20m 30m 40m 50m

Rev.	Revisions	Date	By
-	Original Drawing	04/02/20	JH
A	Minor amendments	12/02/20	JH

Job Title
 Norwich Rd / Swan Ln, Long Stratton,
 Norfolk (Phase 1 West)

Drawing Title
 Site Investigation

Drawing Status Norfolk Homes Internal Only
Scale 1:1250 A1 Paper Size

Norfolk Homes
 BUILDING EXCEPTIONAL HOMES SINCE 1985

Waybourne Road, Sheringham, Norfolk, NR26 6WB
 01263 825 679 norfolkhomes.co.uk

Dwg No. NHL17/ENG/111 **Rev.** A

