

Peter Sandell Good Neighbour Award Policy

1. Introduction

The Peter Sandell Good Neighbour Award is an annual award presented by Potter Heigham Parish Council to recognise residents who demonstrate exceptional neighbourliness. The award celebrates individuals who offer support, kindness and assistance to fellow residents, helping to strengthen the sense of community within the parish.

2. Purpose of the Award

The purpose of the award is to acknowledge and celebrate residents who:

- Provide regular support to neighbours, such as assisting with shopping, dog walking, or transport to medical appointments.
- Look out for or offer care to vulnerable or unwell neighbours.
- Carry out exceptional or heroic deeds that contribute to the safety or wellbeing of others.

This award is **not** intended for individuals who carry out their neighbourly acts in connection with a business, organisation or formal group.

3. Eligibility

- Nominees must be residents of Potter Heigham parish.
- Nominees must have demonstrated acts of kindness, support or good neighbourliness on a voluntary and personal basis.
- Individuals whose contributions are linked to their professional role, business or organisational responsibilities are not eligible.

4. Nomination Process

- Nominations will be invited each year via the **May edition of the Gazette** newsletter, the Parish Council website, and the Parish Council Facebook page.
- All nominations must be submitted to the Parish Clerk by **30th June**.
- Nominations must include the name of the nominee, the name of the nominator, and a brief explanation of why the nominee deserves the award.
- All nominations will remain **strictly confidential**.

5. Selection Procedure

- The Parish Council will review and vote on the nominations at the **July Council meeting**.
- Councillors will vote using a secret or silent ballot, ranking nominees in order of preference.
- Votes will be counted by the Clerk using a points-based system according to ranking. Under this system, each councillor assigns a ranking number to each nominee. E.g. If there are four nominees, the councillor's 1st choice receives 4 points, 2nd choice receives 3 points, 3rd choice receives 2 points, and 4th choice receives 1 point.

- The points are then totalled across all councillors.
- The nominee with the highest number of points will be selected as the winner.

6. Contacting the Winner

- Following the Council's decision, the Clerk will contact the winning nominee to confirm whether they are willing to accept the award and have their names added to the award winners board displayed in the village hall.
- If the winner declines, the Clerk will then contact the nominee with the next highest number of points.
- The acceptance of the award will remain confidential until the public announcement.

7. Presentation of the Award

- The award will be formally presented at the **Potter Heigham Country Fair in August** each year.
- Details of the winner will then be published in the Gazette newsletter, on the Parish Council website and on the Parish Council Facebook page.

8. Review of Policy

This policy will be reviewed every three years by Potter Heigham Parish Council to ensure it remains relevant and effective.

Approved by Potter Heigham Parish Council on: 14th January 2026