HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes the Meeting of Hellesdon Parish Council held on Tuesday 11th October 2022 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr K Avenell
Cllr G Britton
Cllr G Diffey
Cllr D Fahy
Cllr M Fulcher
Cllr R Potter
Cllr P Sparkes
Cllr W Johnson
Cllr D Britcher
Cllr S Bush-Trivett
Cllr L Douglass
Cllr R Forder
Cllr D King
Cllr R Sear

In attendance: Mrs F LeBon, Clerk
District Cllr S Prutton
One member of the public

WELCOME – Cllr Gurney welcomed Councillors and members of the public to the meeting. As it was the first meeting since the death of Queen Elizabeth II, a minute's silence was held in memory of Her Late Majesty.
Cllr Gurney proclaimed God Save The King

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr U Franklin. These were **ACCEPTED.**

2. Declarations of Interest and Dispensations

None declared.

3. Minutes from Full Council meeting held 9th August 2022

The Minutes of the Full Council meeting held on 9th August 2022 had been previously circulated. It was **RESOLVED TO ACCEPT** these minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public attested to the speeding traffic along Reepham Road (in reference to agenda item 15). This had been reported to Norfolk Constabulary.
Cllr Gurney reported that item 15 was a scheme which forms part of her allowance as a County Councillor and had been recommended by the highways engineer.
A member of the public reported that when a person in Drayton fell ill, a defibrillator in Hellesdon was used because the defibrillators in Drayton were not being maintained correctly and had been taken off the circuit.

5. Reports

a) Clerk's Report

Approved……

Date……

This had been previously circulated. The Clerk advised that delivery of the new SAM2 signs had been taken. Training had been received by caretaking and grounds staff on the installation and data collection of the signs, and also by the office staff on data analysis and reporting. This would support Norfolk Constabulary by providing accurate speed data at the times of alleged speeding. This would facilitate the operation of the SAM2 signs in house, at a saving of £900 per annum. There would be some additional batteries to be purchased, and extra lighting for the van to improve health and safety for the staff changing the signs, but this would be at minimal cost compared to the savings. This report was **ACCEPTED**.

b) Verbal Report from District and County Councillors

Verbal updates were provided as follows:

- Cllr Prutton reported that she had been involved in the nine month review of the Cromer Road bus lane, and also the accommodation dispersal project working alongside the Wellbeing Team at Broadland Council.
- Cllr Britcher reported that a nutrient neutrality update had been provided, and that this should help towards the resolution of minor planning applications.
- Cllr Gurney reported that she had attended meetings about the accommodation dispersal project, both from a District and County perspective. She had also met with officers regarding the nine month review of the Cromer Road bus lane, and provided video evidence that many bus drivers opt not to use the bus lane due to its width. She had also engaged with local businesses along the Cromer Road and received feedback that footfall had fallen since the bus lane was installed.
  Telec had now left Hellesdon for the near future, but were due back and will be cabling above ground in certain areas.
  Pressure is being placed on Breheny to re-open Hospital Lane. Arrangements have been made for emergency services to access this road.
  The 20mph speed restriction for Meadow Way has been made and the signage installed.

c) Verbal Update from Chairman

Cllr Gurney reported that she had been very busy this month, particularly as a result of the death of Her Majesty Queen Elizabeth II. Staff had reacted expediently, lowering the flag to half mast and making sure there was a Book of Condolence available in the parish office. She had laid flowers at the war memorial and was joined by Cllrs Douglass and Diffey. She had also attended a memorial church service, attended the Lying in State at Westminster and had proclaimed Charles III as the new King.

She had attended the launch of the new tennis partnership with National Tennis and declared the event a success.

6. Financial Matters

a) Bank Reconciliation – August and September 2022
It was **AGREED** to accept these reconciliations.

b) Earmarked reserves summary
It was **AGREED** to accept this report.

c) Payments – August and September 2022
The payments were **AGREED**.

d) Receipts – August and September 2022
The receipts were **AGREED**.

e) Detailed Income and Expenditure 1st April 2022 – 30th September 2022
This report was **ACCEPTED**.

f) To Receive Externally Audited AGAR

Approved……

Date……

The AGAR, as audited by PKF Littlejohn, had been received with no matters of concern noted. This was **NOTED** by council.

g) To Receive Correspondence re: SAAA Opt Out

Correspondence was received about the opportunity to opt out of having an external auditor appointed by the SAAA for the next five financial years. It was also noted that during the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. It was **AGREED** to remain as part of the of the SAAA sector led auditor appointment.

h) To Agree to a Specific Donations Budget, Separate from the Chairman's Budget and Reallocate Funds

A case was put forward for a separate Donations Budget. Cllr King proposed that if a separate budget was required, this should be precepted for as part of the new financial year's budget. For the remainder of this year, if there are any requests for donations then they can come out of the appropriate fund, such as the Chairman's Budget or Good Causes for Hellesdon. This was seconded by Cllr Bush-Trivett and **CARRIED**.

7. Planning Committee

The minutes and decisions arising from the Planning Committee meetings held on 12th July, 26th July, 19th August, 23rd August and 27th September had been circulated to councillors. It was **RESOLVED TO NOTE THE MINUTES AND THE DECISIONS MADE.**

8. Events

a) To Note the Decisions made by the Events Committee on 16th August and 3rd October

Cllr Douglass reported that the Scarecrow Festival had been launched ready for the half term. Details for the Christmas events would be discussed at the next meeting.

b) To Agree Budget and Details, Including Plaque, for Opening Event on 24th November

Discussions occurred as to the extent to which the event should be a civic event or wider community based event. The following was **AGREED**:

- That the event on 24th November be funded from the Chairman's Budget.
- A slate plaque with lettering only should be ordered at a cost of £404.
- There should be a scaled down list of guests.
- Food could be done in-house, as an alternative to a contracted out buffet.
- For those who do not wish to attend the event, they are to inform the Clerk and the Senior Admin officer along with a nomination for ticket reallocation.
- A second event, to be held on 26th November if possible, should be held as an Open Day for existing and potential hirers to attend to showcase their groups. This would be open to the wider public, with tea, coffee and cake being made available. This would be funded from either the Events budget or Good Causes for Hellesdon.

Cllr Gurney wished her abstention from the vote to be noted.

Cllrs Fulcher and Potter Left the Meeting

9. Playing Fields, Allotments and Amenities

The minutes from the meeting held on 30th August had been circulated and the decisions made **NOTED**. Cllr Johnson advised that the tennis launch event on 8th October was well received, and thanked all councillors who attended.

A query was raised about the blackthorn debris when the allotment hedges are cut. The Clerk is to discuss this with the grounds staff.

Approved……

Date……

10. Property, Policy and Resources

The minutes from the meetings held on 4th August and 26th September had been circulated and the decisions made **NOTED**. The Clerk is to follow up with Norse, as to the potential library barrier schemes for consideration.

11. Community Centre

a) To Receive Report on Community Centre Reopening

A report was circulated to councillors, detailing the opening on 1st October and reasons for this being a 'soft' opening.

b) To note decisions made by the Community Centre Committee on 29th September 2022

Discussions occurred about the drinks prices for the café, as to whether they should be set at a level comparable with local businesses, or lower to support a more community café ethos. It was **AGREED** that the price of breakfast tea should be lowered to £1 and the prices of coffee should be lowered by 20% from the proposed price. It was further **AGREED** that this should be reviewed after six months.

c) To Agree Budget to be Taken from General Reserves for Community Centre Cafe

The following budget was **AGREED**:

- Capital budget of £6,450 for the purchase of all equipment required (including a contingency for price rises) to be taken from general reserves. This would include the outright purchase of the chosen coffee machine.
- Revenue budget of £500 for the purchase of ingredients, to enable the café to start trading.

12. Civility, Respect and the Code of Conduct

a) To Consider Adoption of Dignity at Work Policy and take the Civility and Respect Pledge

Cllr Sparkes raised concerns that the draft document made reference to harassment relating to protected characteristics and would prefer this to definition to include non-protected characteristics as well. It was **AGREED** to adopt the Dignity at Work policy, as amended by Cllr Sparkes' suggestion and to take the Civility and Respect pledge.

b) To Review and Consider Adoption of new LGA Code of Conduct.

It was **AGREED** that the new LGA Code of Conduct should be adopted for use by Hellesdon Parish Council.

The Meeting was Adjourned at 10pm
The Meeting Reconvened on Monday 17th October at 7pm
In attendance were Cllrs Gurney, Johnson, Avenell, Britton, Bush-Trivett, Douglass, Forder, King and Sear
Apologies were received from Cllrs Britcher, Diffey, Franklin, Fulcher and Potter

13. To Consider Official .Gov.Uk Councillor Email Addresses

A report was provided detailing the JPAG proper practices for individual councillor email addresses. Discussions occurred as to the practicalities of implementing this recommendation so close to an election. It was **AGREED** in principle to adopt new councillor email addresses from May 2023 when the new council term starts, at a cost of £3 per month per email address (£48 per month).

14. To Discuss Local Response to the Energy Crisis in the Form of Warm Rooms

Discussions occurred as to the possibility of various community buildings in the parish becoming Warm Rooms. It was **AGREED** that the Community Centre is being heated six days per week, so there is potential to provide a Warm Room (possibly the Spraggins Room) to support local people. It was **AGREED** that the Clerk should submit a grant application to Broadland Council to make the

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area comfortable. The project should be publicised in Just Hellesdon to ensure local need and also to make an appeal for tea, coffee and biscuits, to allow users to utilise the kitchenette for warm drinks should they not wish to use the café.

15. Highways Consultation

Hellesdon Parish Council has been consulted on the extension of the 30mph speed limit along Reepham Road. Cllr Gurney advised that this scheme had been put together with the local Highways Engineer, utilising her Member's Grant from Norfolk County Council. It was **AGREED** to welcome the proposal but to request that the scheme be extended to the Hellesdon Gateway sign.

16. To Consider any Projects for the Parish Partnership Scheme

Details of the 2023/2024 Parish Partnership scheme had been forwarded to members, detailing the 50/50 partnership with Norfolk County Council for highway projects. Consideration was given for two replacement bus shelters to replace the deteriorating shelters along the Drayton High Road. Cllr Gurney advised that she had checked to see whether the existing shelters formed part of the highway improvement scheme funded by Persimmon, but regrettably they did not. It was **AGREED** to apply for funding for 2no. 3 bay cantilever bus shelters at a cost of £3,995 each. With 50/50 funding from Norfolk County Council, this would require a figure in the 2023/2024 budget of £3,995 for both shelters.

17. Community Fridge

A proposal was put forward for a community fridge to help reduce food waste and support local people with the cost of living crisis. Different aspects of the project were discussed, including cost of equipment, staff time and volunteer recruitment. Potential funding was discussed as part of the Broadland Council Members' grant scheme. It was **AGREED** to proceed with the project in principle, and the pass to the Community Centre Committee to agree the finer details.

18. To Consider a Resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the items 19,20 and 21 in view of the confidential nature of the business to be transacted. This was **AGREED.**

19. Staffing

Cllr Douglass provided an updated on the staffing restructure, probation sign off and latest recruitment. The minutes of the Staffing Committee and the decisions made were **NOTED**.

20. To Receive Report on Dispersal Accommodation and Consider any Local Response Required

Cllr Gurney provided a report on the meeting held for Broadland Councillors, and also a further update from Norfolk County Council. Possible ways that the Parish Council could assist were noted, but further instruction would be required from the principal authorities and SERCO. The next meeting will be held on 7th December.

21. To Receive Update on Land Process and Consider Further Actions

The Clerk provided the meeting with information that had been previously requested. One further piece of information is still awaited to allow members to make an informed decision, and the Clerk is to escalate this within the company due to provide this information.

22. Matters for the Next Agenda

No agenda items raised.

Approved……

Date……

23. Time and Venue of Next Council meeting.
Tuesday 8th November at 7pm in the Council Chamber

The meeting closed at 9.10pm

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Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
8th November 2022

ITEM	**COMMENTS**
Community Centre	Agenda item
Car Park – Community Centre	Agenda item to discuss Library Protection Scheme
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Signage was discussed by PF,A&A committee in relation to control of dogs, and an alternative method of signage will be looked at, at a future meeting.
Skate Park & MUGA	The tennis open day went well and National Tennis has started running sessions on a Tuesday and Thursday. The Smartgate is due to be installed shortly.
Meadow Way	No matters to report
Mountfield Park	2 requests have been made to have Mountfield Park open after dark, as a result of incitement on social media. Both have been advised '*Thank you for your email. Mountfield Park is closed at dusk for several reasons. The primary reason is on the advice of local police. There were numerous instances of anti-social behaviour in this park after dark and it was adversely impacting local residents and the neighbouring local business. The secondary reason is because the area is unlit and dog owners were letting their dogs off the lead and not being able to see where they were fouling. The resulting dog waste was causing significant complaints and was a hygiene risk for all those using the park. I'm sure you agree that letting a dog off a lead in an area of green open space in darkness is not responsible.* *The darkness in this area is also eluded to in the sign displayed, in that the ground is uneven and in darkness the extent of this uneven ground is very difficult to see.* *Parks in Hellesdon are only being closed when it is not feasible for them to be used and when there is an adverse impact for neighbouring properties.*'
Cottinghams Park	Signage is required in this area – clerk to address
Allotments	The planning application for the car park area in the extension has been submitted and just requires validation.
Community Orchard	No matters to report. First harvest expected in 2023
Community Apiary	A small honey harvest has been made. Half pound jars are expected to sell at £5 per jar.
Cemetery Car Park	No matters to report
Persimmons Homes	Broadland Council is awaiting revised layout plans, then will re-consult
Public Toilets	No matters to report
Litter & Dog Waste Bins	Stickers for the dog waste bins, as requested in the previous meeting, are being sought.

	The new litter bin on the corner of Drayton High Road and Middletons Lane, near the new bench has been installed. The dog bin which was moved by a parishioner on Links Avenue has been returned to its rightful place.
Bus Shelters	The bus shelters are all being programmed in to be cleaned. This has started with Cromer Road.
Benches	No matters to report
War Memorial	This will be checked ready for Remembrance Sunday
Highways	The new SAM signs have been delivered and staff have received training. A new rota is being set up to move the cameras around, in accordance with NCC's Memorandum of Understanding
Staffing	Agenda item
Street Lighting	Long term faulty street lights have been reported on Amsterdam Way. These have been reported to Norwich Airport. Norwich Airport has advised that there is a fault under the road and have commissioned a survey to locate the fault. Further actions can be decided as a result of the survey results.
Events	Agenda item
Meeting Dates	Budget meetings for all committees to be arranged in November. Annual Parish Meeting – Date to be confirmed for 2023
Health and Safety	1) PP&R has agreement the health and safety policy and health and safety handbook.
Other Matters	1) **REMEMBRANCE SERVICES AT ST MARYS CHURCH** – Friday 11th November 10.50am and Sunday 13th November 10.50am 2) One final form is required to change the Barclays mandate. 3) The staff continue to review all emails and paperwork to ensure they are compliant with GDPR. Staff have been reminded that they are not permitted to keep personal details on file 'just in case' and people have a right to be forgotten.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 October 2022

Confirmed Bank & Investment Balances

Bank Statement Balances

31/10/2022	Active Saver 4401	421,267.46	
31/10/2022	Business Current Account 2077	403.75	
31/10/2022	Petty Cash	41.45	
31/10/2022	Active Saver 7702	337,861.08	
31/10/2022	Active Saver 4503	81,405.47	
31/10/2022	Number 2 account 0958	60,489.37	
			901,468.58

Other Cash & Bank Balances

	20.00
	901,488.58

Receipts not on Bank Statement

	257.36
Closing Balance	**901,745.94**

All Cash & Bank Accounts

1	Current Bank Account	421,928.57
2	Petty Cash	41.45
3	Active Saver 7702	337,861.08
4	Active Saver Emergency 4503	81,405.47
5	Number 2 account	60,489.37
6	Cafe float	100.00
	Other Cash & Bank Balances	20.00
	Total Cash & Bank Balances	**901,845.94**

Hellesdon Parish Council Current Year

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	12,190.10	-10,000.00	2,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	11,701.00	-6,000.00	5,701.00
323	EMR Hard Surface Area	15,000.00	-15,000.00	0.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	2,026.00	1,370.00	3,396.00
326	EMR Elections	2,903.70	4,500.00	7,403.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	10,000.00	-10,000.00	0.00
329	EMR Com Centre Contingency	15,739.68	-10,000.00	5,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	43,026.99	-27,564.00	15,462.99
332	EMR Good Causes in Hellesdon	4,270.00		4,270.00
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	53,127.24	-40,000.00	13,127.24
335	EMR Car Park/Paths at HCC	0.00		0.00
336	EMR Car Park Soakaway	0.00		0.00
337	EMR Driveway Sinkage	500.00		500.00
338	EMR Grit bins	1,203.62		1,203.62
339	EMR Outreach provision	0.00		0.00
340	EMR PF Ownership signs	2,500.00		2,500.00
341	EMR Precept Shortfall	13,190.00		13,190.00
342	EMR Staff contingency payments	10,000.00		10,000.00
343	EMR Privet Hedge Driveway	500.00		500.00
344	EMR Equipment & Storafe	0.00		0.00
345	EMR Bus shelter	323.00		323.00
346	EMR Green Grid	5,140.00		5,140.00
347	EMR Land Acquisition account	59,752.17	-59,000.00	752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	5,241.59	2,000.00	7,241.59
350	EMR Community Apiary & allotme	131.17	-76.82	54.35
351	EMR Events	2,054.80		2,054.80
		285,408.46	**-169,770.82**	**115,637.64**

List of Payments made between 01/10/2022 and 31/10/2022

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/10/2022	Public Works Loan Board	£12,602.25	loan repay HCC
03/10/2022	B & M Stores	£33.00	kettles x 2
03/10/2022	Broadland District Council	£147.00	business rates stores
03/10/2022	Broadland District Council	£314.00	business rates grds shed
03/10/2022	Trade UK	£38.07	chain brass 2.5mmx1.3mm
05/10/2022	Barclays Bank Plc	£11.20	commission 15 Aug- 12 Sep
05/10/2022	UK Fuels Ltd	£95.71	fuel Sep
06/10/2022	Just Regional Publishing	£570.00	Adverts Just Hellesdon 5 Oct
06/10/2022	Mayday Office Equipment Servic	£26.40	maint support copier Oct
07/10/2022	Royal British Legion	£40.00	2 x wreaths Rememberance
10/10/2022	Westcotec Ltd	£90.00	relocate SAM signs Aug
11/10/2022	Apple.com	£0.79	i cloud storage
12/10/2022	Nisbets Catering Equipment	-£48.54	P/Ledger Electronic Payment
13/10/2022	Amazon.com	£278.17	swing bin 60 ltr x 2
13/10/2022	DD Health & Safety Supplies Lt	£169.98	work trousers caretaker
13/10/2022	Ernest Doe & Sons Ltd	£112.12	tractor bearings
13/10/2022	Huws Gray Ridgeons	£13.38	tape barrier
13/10/2022	Norse Commercial Services Ltd	£1,065.60	locking/unlocking park Sep
13/10/2022	Osiris Technologies	£586.02	monthly IT support
13/10/2022	Pest Express Ltd	£420.00	pest ctrl Oct 22-Mar 23 allot
13/10/2022	Spruce Landscapes	£9,076.80	fencing work M/Field Park
13/10/2022	The Garden Guardian	£1,949.40	highway verge cutting instal
13/10/2022	Portal Plan Quest	£149.20	planning app allotments
13/10/2022	Admiral Signs	£48.00	apiary sign
13/10/2022	Barclays Bank Plc	£0.54	loyalty reward revised
14/10/2022	D J Designs Ltd	£6,050.00	design & procurement work HCC
14/10/2022	East Fire Extinguisher & Alarm	£871.20	intruder alarm reset
14/10/2022	Sum up	£12.64	card fees 4 Oct - 14 Oct
14/10/2022	Curry's online	£1,360.99	freezers,mixer &blender
14/10/2022	Nisbets Catering Equipment	£614.41	P/Ledger Electronic Payment
17/10/2022	Nisbets Catering Equipment	£77.94	P/Ledger Electronic Payment
19/10/2022	Nisbets Catering Equipment	£268.75	cafe equipment
19/10/2022	Sum up	£2.74	card fees HCC hire 18 Oct
20/10/2022	Petty Cash	£150.00	Top up petty cash
21/10/2022	Sum Up	£6.64	c/fees allotments 20-21 Oct
24/10/2022	Amazon.com	£468.02	napkins, aprons & blackboard
24/10/2022	Broadland UK Ltd	£126.14	mortice & cylinder keys
24/10/2022	Lawrence Gas & Catering	£99.00	glass washer & dish washer
24/10/2022	PHS Group	£132.00	jumbo t/roll 24 pk x 4
24/10/2022	Ravencroft Tree Services Ltd	£570.00	tree inspection parks x3
24/10/2022	Houseproud	£20.23	food items
25/10/2022	Total Gas & Power	£16.61	elec allotments Sep 22
25/10/2022	Total Gas & Power	£138.51	gas Sep 22
25/10/2022	Broadland District Council	£624.00	business rates office
25/10/2022	The Calypso Coffee Company	£3,900.00	coffee machine
26/10/2022	Total Gas & Power	£487.18	elec DJL/floodlights Jul- Sep
26/10/2022	Total Gas & Power	£399.57	elec DJL/fllodlights Jul - Sep
28/10/2022	British Telecommunications plc	£157.82	charges 1 Oct - 31 Dec
28/10/2022	Sum Up	£2.14	c/fees allots 26 - 28 Oct
31/10/2022	Westcotec Ltd	£90.00	relocate Sep SAM program
31/10/2022	Cafe Float	£100.00	Post office

Receipts October 2022

Date	Cash Received from	Receipt Description	Receipt total
04/10/2022	Allotment User	plot 10b	£34.58
04/10/2022	Allotment User	plot 110 rent	£63.16
04/10/2022	Allotment User	plot 41 rent	£63.16
04/10/2022	Allotment User	plot 54a	£67.50
04/10/2022	Allotment User	rent plot 20	£63.16
04/10/2022	Allotment User	rent plot 11b	£34.58
05/10/2022	Allotment User	plot 24a rent	£34.58
05/10/2022	Allotment User	plot 9 rent	£63.16
06/10/2022	Allotment User	plot 3 rent	£63.16
06/10/2022	Allotment User	plot 106 rent	£63.16
06/10/2022	Allotment User	plot 104 rent	£63.16
06/10/2022	Allotment User	plot 61 rent	£63.16
06/10/2022	Allotment User	plot 117 rent	£63.16
06/10/2022	Allotment User	plot 5 rent	£90.00
06/10/2022	Allotment User	plot 12a rent	£34.58
07/10/2022	Allotment User	plot 130 rent	£63.16
07/10/2022	Allotment User	plot 109 rent	£63.16
07/10/2022	Allotment User	plot 45	£63.16
07/10/2022	Allotment User	plot 57 rent	£63.16
10/10/2022	Allotment User	plot 38b	£34.58
10/10/2022	Allotment User	plot 46 rent	£63.16
10/10/2022	Allotment User	plot 95 rent	£63.16
10/10/2022	Allotment User	plot 68 rent	£63.16
10/10/2022	Allotment User	plot 129 rent	£25.66
10/10/2022	Allotment User	plot 63 rent	£63.16
10/10/2022	Allotment User	plot 21 rent	£63.16
11/10/2022	Allotment User	plot 48b rent	£34.58
11/10/2022	Allotment User	plot 16 rent	£63.16
12/10/2022	Allotment User	plot 15 rent	£63.16
12/10/2022	Allotment User	plot 64 rent	£63.16
12/10/2022	Allotment User	plot 4a rent	£34.58
13/10/2022	Allotment User	rent plot 10a	£34.58
14/10/2022	Allotment User	plot 18 rent	£63.16
14/10/2022	Allotment User	plot 11a rent	£34.58
14/10/2022	Allotment User	plot 37 rent	£63.16
14/10/2022	Allotment User	plot 127 rent	£63.16
14/10/2022	Allotment User	plot 128 rent	£63.16
17/10/2022	Allotment User	plot 67 rent	£63.16
18/10/2022	Allotment User	plot 47 rent	£63.16
18/10/2022	Allotment User	plot 131 rent	£63.16
18/10/2022	Allotment User	plot 43 rent	£63.16
18/10/2022	Allotment User	plot 123 rent	£63.16
20/10/2022	Allotment User	plot 38a rent	£34.58
20/10/2022	Allotment User	plot 39 rent	£63.16
21/10/2022	Allotment User	plot 31a rent	£34.58
21/10/2022	Allotment User	plot 36 rent	£63.16
21/10/2022	Allotment User	plot 111 rent	£63.16
21/10/2022	Allotment User	plot 105 rent	£63.16
21/10/2022	Allotment User	plot 26 water charges	£18.16
24/10/2022	Allotment User	plot 126 rent	£63.16
24/10/2022	Allotment User	plot 119 rent	£63.16
24/10/2022	Allotment User	plot 34 rent	£63.16
24/10/2022	Allotment User	plot 8 rent	£63.16
24/10/2022	Allotment User	plot 124 rent	£63.16
25/10/2022	Allotment User	plot 40 rent	£63.16
25/10/2022	Allotment User	rent plot 22	£63.16
25/10/2022	Allotment User	plot 48a rent	£34.58
25/10/2022	Allotment User	plot 25 rent	£63.16
26/10/2022	Allotment User	rent plot 116	£63.16
26/10/2022	Allotment User	rent plot 132	£86.25
27/10/2022	Allotment User	rent plot 42	£63.16
27/10/2022	Allotment User	rent plot 32a	£34.58
27/10/2022	Allotment User	rent plot 107	£63.16
27/10/2022	Allotment User	rent plot 30	£63.16
27/10/2022	Allotment User	plot 101 rent	£63.16
28/10/2022	Allotment User	rent plot 120	£63.16
28/10/2022	Allotment User	rent plot 50	£63.16
28/10/2022	Allotment User	rent plot 65	£63.16
31/10/2022	Allotment User	rent plot 98	£63.16
31/10/2022	Allotment User	rent plot 7	£63.16

Date	Cash Received from	Receipt Description	Receipt total
07/10/2022	Barclays Bank Plc	loyalty reward	£0.54
21/10/2022	Broadland District Council	cil Apr - Sep 22	£85,426.12
06/10/2022	Casual Hire	hire kitchenette	£110.16
19/10/2022	Casual Hire	hire ML Hall 22 Oct	£162.00
21/10/2022	Casual Hire	hire kitchenette 29 Oct	£93.96
21/10/2022	Casual Hire	damage deposit 22 Oct	£150.00
26/10/2022	Casual Hire	Hire kitchenette 29 Oct	£110.16
20/10/2022	HM Revenue & Customs	Vat refund q/e Sep 22	£7,847.03
10/10/2022	Nisbets	refund	£51.58
07/10/2022	Allotment User	plot 5 water/pest charges	£18.16
07/10/2022	Allotment User	plot 115 water/pest charges	£18.16
07/10/2022	Allotment User	plot 38a water/pest control	£12.08
18/10/2022	Allotment User	plot 132 water/pest control	£18.16
05/10/2022	Allotment User	plot 54a water/pest charges	£12.08
07/10/2022	Casual Hire	Hire HCC	£187.92
03/10/2022	Hire training pitch	commercial hire	£48.60
05/10/2022	Allotment User	plot 86 water/pest control	£18.16
31/10/2022	Hire HCC	community hire	£33.30
27/10/2022	Allotment User	ploty 133 water/pest charges	£18.16
27/10/2022	Hire training pitch	community hire	£48.60

Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	28,600	15,000	(13,600)			190.7%	
1410	Community Centre Inc ML Room	302	346	0	(346)			0.0%	
1415	Community Centre Inc SW Room	73	73	0	(73)			0.0%	
1420	Community Centre Inc OH Room	0	38	0	(38)			0.0%	
1425	Community Centre Inc Spr Room	0	8	0	(8)			0.0%	
1445	Community centre kitchenette	22	30	0	(30)			0.0%	
	Community Centre :- Income	**397**	**29,094**	**15,000**	**(14,094)**			**194.0%**	**0**
4150	Utilities	0	765	24,060	23,295		23,295	3.2%	
4250	Sanitary Waste Disposal	(479)	1,051	2,289	1,238		1,238	45.9%	
4295	Equipment - New/Replacement	100	842	1,000	158		158	84.2%	
4300	Equipment-Repair/Maintenance	405	415	500	86		86	82.9%	
4416	Water dispenser	0	0	362	362		362	0.0%	
4435	Contingencies	125	125	0	(125)		(125)	0.0%	
4450	Inspections	0	810	624	(186)		(186)	129.7%	
4480	Memberships & Subscriptions	0	0	1,680	1,680		1,680	0.0%	
4560	Property Maintain/Replacement	332	402	1,500	1,098		1,098	26.8%	
4630	Consumables	37	86	25	(61)		(61)	342.5%	
4635	cleaning agents/materials	158	288	1,500	1,212		1,212	19.2%	
4695	community centre redevelopment	6,050	458,606	0	(458,606)		(458,606)	0.0%	
	Community Centre :- Indirect Expenditure	**6,728**	**463,390**	**33,540**	**(429,850)**	**0**	**(429,850)**	**1381.6%**	**0**
	Net Income over Expenditure	**(6,331)**	**(434,296)**	**(18,540)**	**415,756**				
110	Administration								
1076	Precept	0	552,939	0	(552,939)			0.0%	7,870
1099	Community Infrastructure	85,426	91,597	0	(91,597)			0.0%	
	Administration :- Income	**85,426**	**644,536**	**0**	**(644,536)**				**7,870**
4065	councillor training	0	0	1,000	1,000		1,000	0.0%	
4070	Profess Fees/Agency Personnel	0	950	0	(950)		(950)	0.0%	
4465	External Audit	0	2,000	1,365	(635)		(635)	146.5%	
4470	Internal Audit	0	970	2,500	1,530		1,530	38.8%	
4475	Legal Fees	0	500	5,000	4,500		4,500	10.0%	
4480	Memberships & Subscriptions	0	1,574	1,540	(34)		(34)	102.2%	
4550	Insurance	0	9,879	10,171	292		292	97.1%	
	Administration :- Indirect Expenditure	**0**	**15,873**	**21,576**	**5,703**	**0**	**5,703**	**73.6%**	**0**
	Net Income over Expenditure	**85,426**	**628,663**	**(21,576)**	**(650,239)**				
6001	less Transfer to EMR	0	7,870						
	Movement to/(from) Gen Reserve	**85,426**	**620,793**						

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120	Staff								
4000	Admin Staff	6,354	43,652	147,638	103,986		103,986	29.6%	
4010	Groundstaff	4,586	29,090	93,429	64,339		64,339	31.1%	
4020	Care Takers	3,504	22,655	87,360	64,705		64,705	25.9%	
4030	Additional Staff	0	0	6,500	6,500		6,500	0.0%	
4040	PAYE	2,377	18,800	0	(18,800)		(18,800)	0.0%	
4045	Pension Scheme	3,884	26,051	0	(26,051)		(26,051)	0.0%	
4055	Staff training	0	1,500	2,500	1,000	3,000	(2,000)	180.0%	
4080	Employer NI	1,440	9,562	0	(9,562)		(9,562)	0.0%	
4090	Protective clothing/workwear	0	916	3,000	2,084		2,084	30.5%	
	Staff :- Indirect Expenditure	**22,146**	**152,226**	**340,427**	**188,201**	**3,000**	**185,201**	**45.6%**	**0**
	Net Expenditure	**(22,146)**	**(152,226)**	**(340,427)**	**(188,201)**				
130	Council Office								
1360	Electricity FIT	122	333	358	25			92.9%	
	Council Office :- Income	**122**	**333**	**358**	**25**			**92.9%**	**0**
4112	Advertising	0	324	185	(139)		(139)	175.1%	
4150	Utilities	1,600	6,401	13,924	7,523		7,523	46.0%	
4250	Sanitary Waste Disposal	(10)	21	53	32		32	39.9%	
4295	Equipment - New/Replacement	13	81	2,500	2,419		2,419	3.2%	
4400	Chairman's Budget	398	643	1,500	857		857	42.9%	
4405	Expense/Mileage Members	24	24	100	77		77	23.5%	
4410	Expense/Mileage Staff	0	68	100	32		32	67.9%	
4415	Refreshments	15	132	300	168		168	44.1%	
4420	Telephone and Broadband	288	1,540	3,500	1,960		1,960	44.0%	
4425	IT Support and Maintenance	394	2,507	4,954	2,447		2,447	50.6%	
4430	Photocopier	0	1,535	2,500	965		965	61.4%	
4435	Contingencies	0	25	250	225		225	10.0%	
4440	Stationery	0	174	500	326		326	34.9%	
4445	Postage	5	29	150	121		121	19.5%	
4450	Inspections	0	448	624	176		176	71.8%	
4485	Other Licences/Fees	0	2,847	2,914	67		67	97.7%	
4500	PWLB	12,602	34,150	43,094	8,944		8,944	79.2%	
4560	Property Maintain/Replacement	0	36	2,500	2,464		2,464	1.5%	
4565	Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570	Church Grass Cutting Contribut	0	0	750	750		750	0.0%	
4595	Misc contributions	0	0	200	200		200	0.0%	
4630	Consumables	0	93	25	(68)		(68)	372.6%	
4635	cleaning agents/materials	0	47	20	(27)		(27)	235.4%	
	Council Office :- Indirect Expenditure	**15,330**	**51,126**	**85,143**	**34,017**	**0**	**34,017**	**60.0%**	**0**
	Net Income over Expenditure	**(15,208)**	**(50,793)**	**(84,785)**	**(33,992)**				

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Hellesdon Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 31/10/2022

Month No: 7 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150	Investment								
1080	Bank Interest Received	0	1	900	899			0.1%	
1090	Monthly Loyalty Rewards	1	5	8	3			63.4%	
	Investment :- Income	**1**	**6**	**908**	**902**			**0.6%**	**0**
4060	Bank Charges	43	170	180	10		10	94.5%	
	Investment :- Indirect Expenditure	**43**	**170**	**180**	**10**	**0**	**10**	**94.5%**	**0**
	Net Income over Expenditure	**(43)**	**(164)**	**728**	**892**				
160	Planning								
4130	Hire of Rooms	0	325	300	(25)		(25)	108.3%	
	Planning :- Indirect Expenditure	**0**	**325**	**300**	**(25)**	**0**	**(25)**	**108.3%**	**0**
	Net Expenditure	**0**	**(325)**	**(300)**	**25**				
170	Health and Safety								
4135	Consultancy Fees	0	1,552	2,400	848		848	64.7%	
4140	Defibrillator	0	(158)	300	458		458	(52.7%)	
4295	Equipment - New/Replacement	0	154	150	(4)		(4)	102.8%	
	Health and Safety :- Indirect Expenditure	**0**	**1,548**	**2,850**	**1,302**	**0**	**1,302**	**54.3%**	**0**
	Net Expenditure	**0**	**(1,548)**	**(2,850)**	**(1,302)**				
180	Media and Communications								
4105	Newsletter-Printing/Distributi	450	2,945	5,000	2,055		2,055	58.9%	
4110	Website and Emails	0	694	3,000	2,306		2,306	23.1%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	0	1,450	1,450		1,450	0.0%	
4685	Noticeboards	0	0	4,725	4,725	3,698	1,027	78.3%	
	Media and Communications :- Indirect Expenditure	**450**	**3,639**	**16,175**	**12,536**	**3,698**	**8,838**	**45.4%**	**0**
	Net Expenditure	**(450)**	**(3,639)**	**(16,175)**	**(12,536)**				
190	Stores								
4150	Utilities	147	1,031	1,505	474		474	68.5%	
	Stores :- Indirect Expenditure	**147**	**1,031**	**1,505**	**474**	**0**	**474**	**68.5%**	**0**
	Net Expenditure	**(147)**	**(1,031)**	**(1,505)**	**(474)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
195	Tractor Shed								
4150	Utilities	314	2,202	3,213	1,011		1,011	68.5%	
4450	Inspections	0	175	552	377		377	31.7%	
4560	Property Maintain/Replacement	0	0	375	375		375	0.0%	
	Tractor Shed :- Indirect Expenditure	**314**	**2,377**	**4,140**	**1,763**	**0**	**1,763**	**57.4%**	**0**
	Net Expenditure	**(314)**	**(2,377)**	**(4,140)**	**(1,763)**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	0	0	500	500		500	0.0%	
4120	Over 65 Entertainment	0	0	300	300		300	0.0%	
4630	Consumables	0	0	50	50		50	0.0%	
	Residents' Parties :- Indirect Expenditure	**0**	**0**	**850**	**850**	**0**	**850**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(850)**	**(850)**				
205	Events								
1480	Events income	473	473	0	(473)			0.0%	
	Events :- Income	**473**	**473**	**0**	**(473)**				**0**
4122	Events	473	1,066	3,000	1,934		1,934	35.5%	
	Events :- Indirect Expenditure	**473**	**1,066**	**3,000**	**1,934**	**0**	**1,934**	**35.5%**	**0**
	Net Income over Expenditure	**0**	**(593)**	**(3,000)**	**(2,407)**				
210	Grounds								
1200	Football Hire Charges	0	175	350	175			50.0%	
1210	Football Training Area Hire	0	835	2,415	1,580			34.6%	
1215	Grass cutting agreement	0	14,469	13,213	(1,256)			109.5%	
	Grounds :- Income	**0**	**15,478**	**15,978**	**500**			**96.9%**	**0**
4195	Keys/Locks	223	443	290	(153)		(153)	152.8%	
4200	Locking parks	0	4,747	0	(4,747)		(4,747)	0.0%	
4205	Replacement Bins	0	0	250	250		250	0.0%	
4210	Emptying Bins/Fresheners	0	0	4,329	4,329		4,329	0.0%	
4215	Seats - Repair/Replacement	0	0	500	500		500	0.0%	
4220	Signage - New/Replacement	40	40	200	160		160	20.0%	
4225	Floodlights Maintenance/Repair	0	0	525	525		525	0.0%	
4245	Highway grass verge cutting	1,625	11,372	11,684	313		313	97.3%	
4255	Skip hire	0	1,200	2,400	1,200		1,200	50.0%	
4260	Shrub/Tree/Hedge	0	0	750	750		750	0.0%	
4270	Fertilisers/Weed & Moss Killer	0	35	1,878	1,843		1,843	1.9%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4295	Equipment - New/Replacement	0	89	500	411		411	17.8%	
4320	Small tools	0	0	1,575	1,575		1,575	0.0%	
4325	fence repairs	7,564	7,564	6,132	(1,432)		(1,432)	123.4%	7,564
4390	Materials	0	0	2,750	2,750		2,750	0.0%	
4395	Wetting Agents/Preservatives	0	0	353	353		353	0.0%	
4435	Contingencies	0	173	4,000	3,827		3,827	4.3%	
4630	Consumables	0	54	262	208		208	20.7%	
4635	cleaning agents/materials	0	88	310	222		222	28.5%	
	Grounds :- Indirect Expenditure	**9,451**	**25,805**	**38,688**	**12,883**	**0**	**12,883**	**66.7%**	**7,564**
	Net Income over Expenditure	**(9,451)**	**(10,327)**	**(22,710)**	**(12,383)**				
6000	plus Transfer from EMR	7,564	7,564						
	Movement to/(from) Gen Reserve	**(1,887)**	**(2,763)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	0	385	714	329		329	53.9%	
4265	Fuel	0	1,007	1,500	493		493	67.1%	
4290	Servicing	0	3,084	5,800	2,716		2,716	53.2%	
4305	Parts- Repair/Replace/Spare	0	0	0	(0)		(0)	0.0%	
4310	Hire of Machinery	0	2,250	6,975	4,725		4,725	32.3%	
	Machinery and Vehicles :- Indirect Expenditure	**0**	**6,725**	**14,989**	**8,264**	**0**	**8,264**	**44.9%**	**0**
	Net Expenditure	**0**	**(6,725)**	**(14,989)**	**(8,264)**				
230	Trees								
4240	Emergency Work	0	0	1,500	1,500	945	555	63.0%	
4455	work & inspections	475	7,255	7,000	(255)	220	(475)	106.8%	
	Trees :- Indirect Expenditure	**475**	**7,255**	**8,500**	**1,245**	**1,165**	**80**	**99.1%**	**0**
	Net Expenditure	**(475)**	**(7,255)**	**(8,500)**	**(1,245)**				
240	Allotments								
1100	Allotment Income	2,300	2,297	3,299	1,002			69.6%	
1105	Allotment administration fee	38	75	100	25			75.0%	
1110	Water Charge	613	697	750	53			93.0%	
1115	Pest control charge	335	383	625	242			61.3%	
1335	Refund street lighting	0	900	0	(900)			0.0%	
	Allotments :- Income	**3,285**	**4,352**	**4,774**	**422**			**91.2%**	**0**
4145	Landowner Rent	0	857	1,243	386		386	68.9%	
4150	Utilities	16	1,027	1,113	86		86	92.3%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170	Pest Control	350	350	625	275		275	56.0%	
4175	Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4560	Property Maintain/Replacement	144	333	2,081	1,748		1,748	16.0%	77
	Allotments :- Indirect Expenditure	**510**	**2,567**	**5,162**	**2,595**	**0**	**2,595**	**49.7%**	**77**
	Net Income over Expenditure	**2,776**	**1,786**	**(388)**	**(2,174)**				
6000	plus Transfer from EMR	0	77						
	Movement to/(from) Gen Reserve	**2,776**	**1,862**						
250	Play Areas								
4300	Equipment-Repair/Maintenance	0	466	2,750	2,284		2,284	16.9%	
4450	Inspections	0	263	250	(13)		(13)	105.0%	
	Play Areas :- Indirect Expenditure	**0**	**728**	**3,000**	**2,272**	**0**	**2,272**	**24.3%**	**0**
	Net Expenditure	**0**	**(728)**	**(3,000)**	**(2,272)**				
255	Hard Courts and Car Park								
1220	No longer in use	0	22	0	(22)			0.0%	
1225	Outside courts	0	324	500	176			64.7%	
1230	No longer in use	0	390	0	(390)			0.0%	
	Hard Courts and Car Park :- Income	**0**	**735**	**500**	**(235)**			**147.1%**	**0**
4300	Equipment-Repair/Maintenance	0	40	0	(40)		(40)	0.0%	
4340	Surface - Repair	0	0	1,570	1,570		1,570	0.0%	
4345	Surface Clean Chemicals	0	0	419	419		419	0.0%	
4390	Materials	0	0	289	289		289	0.0%	
4560	Property Maintain/Replacement	0	0	2,200	2,200		2,200	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**40**	**4,478**	**4,438**	**0**	**4,438**	**0.9%**	**0**
	Net Income over Expenditure	**0**	**695**	**(3,978)**	**(4,673)**				
260	Bowling Green								
1240	Bowls Hire Charges	0	1,800	1,800	0			100.0%	
	Bowling Green :- Income	**0**	**1,800**	**1,800**	**0**			**100.0%**	**0**
4160	Repairs/Maintenance	0	0	210	210		210	0.0%	
4390	Materials	0	752	1,751	999		999	42.9%	
	Bowling Green :- Indirect Expenditure	**0**	**752**	**1,961**	**1,209**	**0**	**1,209**	**38.3%**	**0**
	Net Income over Expenditure	**0**	**1,048**	**(161)**	**(1,209)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
265	Memorials								
4360	Rose Renewal	0	0	420	420		420	0.0%	
4575	War Memorial	0	0	473	473		473	0.0%	
	Memorials :- Indirect Expenditure	**0**	**0**	**893**	**893**	**0**	**893**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(893)**	**(893)**				
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	3,200	3,200	0			100.0%	
	Traffic Highways/Environment :- Income	**0**	**3,200**	**3,200**	**0**			**100.0%**	**0**
4650	SAM2 Weekly Move	75	375	1,200	825		825	31.3%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
4670	Parish Partnership Scheme	0	6,400	6,400	0		0	100.0%	
	Traffic Highways/Environment :- Indirect Expenditure	**75**	**6,775**	**8,100**	**1,325**	**0**	**1,325**	**83.6%**	**0**
	Net Income over Expenditure	**(75)**	**(3,575)**	**(4,900)**	**(1,325)**				
300	Cafe								
1610	cafe capital costs	5,346	5,346	0	(5,346)		(5,346)	0.0%	
4630	Consumables	130	130	0	(130)		(130)	0.0%	
4710	Café Purchases	42	42	0	(42)		(42)	0.0%	
	Cafe :- Indirect Expenditure	**5,518**	**5,518**	**0**	**(5,518)**	**0**	**(5,518)**		**0**
	Net Expenditure	**(5,518)**	**(5,518)**	**0**	**5,518**				
	Grand Totals:- Income	**89,704**	**700,007**	**42,518**	**(657,489)**			**1646.4%**	
	Expenditure	**61,659**	**748,936**	**595,457**	**(153,479)**	**7,863**	**(161,342)**	**127.1%**	
	Net Income over Expenditure	**28,044**	**(48,930)**	**(552,939)**	**(504,009)**				
	plus Transfer from EMR	**7,564**	**7,641**						
	less Transfer to EMR	**0**	**7,870**						
	Movement to/(from) Gen Reserve	**35,608**	**(49,159)**						

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 11th October 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:

Cllr G. Britton
Cllr S. Bush-Trivett
Cllr R. Sear
Cllr M. Fulcher
Cllr B. Johnson

Also In Attendance
L Pointin – Senior Admin Officer
Cllr Gurney
The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
No apologies were received.

2. **Declarations of Interest and Dispensations**
No declarations made

3. To receive approval of minutes of the committee meeting held on 23rd August 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
Cllr Gurney provided a brief history of the Snooker Centre ownership along with the current situation.

5. General Matters/Planning Outcomes
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**

6. Planning Applications for Consideration

Application	Agreed Response
20221521 Broadland Snooker Centre, Reepham Road, NR6 5NX Subdivision internally of the Snooker Hall to 3 independent units. Change of use of property, from Snooker Hall to a variety of E class uses. Proposals to upgrade external materiality. Introducing glazed openings. Formalisation of parking arrangement on site, with addition of disabled and bicycle parking. Provision for refuse storage area.	Object 1. Insufficient information provided to estimate traffic flow, pedestrian footfall and the effect commercial traffic would have on the free flow of other traffic using the site. 2. The Co-Op and Post Office provides an important community service which could be made unviable by this proposal. 3. There would be insufficient parking for 3 units.

Approved.....

Date.....

	4. We would insist on a planning condition being in place to ensure each unit complies with the Neighbourhood Plan Policy as per below: *(POLICY 5: NEIGHBOURHOOD CENTRES* *Three neighbourhood centres at the junctions Middletons Lane & Reepham Road, Drayton Wood Road & Reepham Road and Meadow Way / Fifers Lane & Cromer Road defined on Figure 6 are identified. Development and redevelopment of these locations to provide expanded centres and centre uses set out at the end of the policy, will be supported where planning permission is required. Proposals will be permitted provided: 4.25.* *• They maintain or add to the vitality, viability and diversity of the centres and ensure there is a diversity of uses* *• Provision is made for an active frontage, such as a window display, which is in keeping with the character of the area* *• They would not give rise to a detrimental effect, individually or cumulatively, on the character or amenity of the area through smell, litter, noise, traffic or parking problems.*
20221550 Motorvogue, Reepham Road, NR6 5LE New DS signage on external cladding.	No objection.
20220974 1A Windsor Road,Hellesdon,NR6 5NP Single storey rear extension.	Previous objection stands.
20221566 43 Drayton Wood Road,Hellesdon,NR6 5BY Replacement front porch extension.	No objection.

7. <u>Exchange of Information</u>

No further information exchanged.

8. <u>Date, time and venue of next meeting</u>

Next meeting will be held on Tuesday 25th October 2022 at 6.15pm.

The meeting closed at 6.44 pm.

Approved.....

Date.....

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 25th October 2022 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton
Cllr U Franklin
Cllr R. Sear
Cllr M. Fulcher
Cllr B. Johnson

Also In Attendance
L Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. Apologies and acceptance for absence
No apologies were received.

2. **Declarations of Interest and Dispensations**
No declarations made

3. To receive approval of minutes of the committee meeting held on 11th October 2022 from those members present at the held meeting.
Minutes were previously circulated and **AGREED** by those present.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
Cllr Gurney provided a brief history of the Snooker Centre ownership along with the current situation.

5. General Matters/Planning Outcomes
Applications Determined and awaiting Decision- This Information provided with the Agenda was **NOTED.**

6. Planning Applications for Consideration

Application	Agreed Response
20221574 Royal Norwich Golf Club, Drayton High Road,NR6 5AH Approval Of Details Reserved By Condition.	Object. Insufficient lighting to ensure the safety of pedestrians and vehicles. There is also concern regarding the lack of lighting around the attenuation lagoon.
20221575 Royal Norwich Golf Club, Drayton High Road, NR6 5AH Approval Of Details Reserved By Condition.	Approve / No comment.
20221556 54 Gowing Road, NR6 6UL	No objection subject to the following condition being imposed: The outbuilding shall not be used for residential or commercial purposes.

Approved.....

Date.....

Single storey side and rear extension with alterations.	
20221590 197 A Reepham Road, NR6 5QA Retrospective planning for garden refurbishment incl. erection of a timber garden shed seating area, pergola, a steel shipping container & children's play area, together with installation of new fencing, lighting & posts.	Object on the grounds of intrusion by way of noise and lighting to neighbouring properties.
20221637 Car Sales Lot C, Reepham Road, NR6 5LE External illuminated building (fascia) signage.	Approve.
20221477 40 Saracen Road, NR6 6PB Proposed loft conversion with dormer and associated works	Object on the grounds of the loss of amenity and privacy to the adjourning property.

7. Exchange of Information

No further information exchanged.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 8th November 2022 at 6.15pm.

The meeting closed at 6.43 pm.

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Events Committee Held on Monday 3rd October 2022, 4.00 pm in the Council Chamber

Present at the Meeting
Cllr L Douglass
Cllr S Gurney
Cllr R Forder
F LeBon - Clerk
L Pointin – Senior Admin Officer

1. Welcome
The Chair welcomed the members present, there were no members of the public.

2. Apologies and acceptance for absence
Apologies from Cllr Johnson.

3. To receive approval of the minutes of the committee meeting held on the Tuesday 16th August 2022.
Minutes were circulated and **AGREED** by those present at the meeting held.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)

5. Hellesdon Community Centre
It has been agreed that the re-opening of the Community Centre event will be from 6.30pm until 8.30 pm. Cllr Gurney advised there are additional names to be added to the list, Cllr Gurney will provide the names to the Senior Admin Officer. There will also be 2 Hellesdon High School students who have agreed to play the piano during the event, the parents will also receive invitations. They will each play 2 recitals. Cllr Gurney would like to present the performers with gift vouchers as a token of appreciation.
A discussion occurred around who would provide the buffet, it was agreed that the café would open as normal on Thursday 24th November 2022. After further discussion the Senior Admin Officer would enquire as to whether a supplier is willing to adapt a menu slightly, consideration was also given to sausage rolls being made in house on the day.
Cllr Gurney queried what monies had been spent from the Chairman's budget as there were concerns around there being insufficient funding for the event along with notable resident anniversaries / birthdays. Senior Admin Officer confirmed that £245 had been spent which is inclusive of flowers for the late Queen, a donation and a shield for the bowls club (it was established that the shield was a commitment made by Cllr King whilst he was Chairman) The Clerk will see if the committed spend by the previous chairman can be moved.

- Consideration would be given when budgeting to establish a donations pot for future aid, this would then not impact the Chairman's budget.
- It was suggested that funding for the event should be discussed at the next full council meeting to see if any monies could be redistributed. The Clerk will add to the next Full Council agenda.
- Cllr Douglass put forward a suggestion for notable anniversaries and birthdays to come from the events pot.
- It was agreed that there would be a selection of beverages ie. red and white wine, elderflower, orange and apple juice, tea and coffee.

We have received two quotes for stone plaque's. The supplier who provided the plaque for Diamond Jubilee Lodge was much cheaper at approximately £404 with lettering only.

Approved…….....

Date.....

A further discussion was had around the type of plaque, Senior Admin Officer had made enquires regarding an alternative plaque. Cllr Gurney was concerned that if we purchase a brass plaque instead of a stone plaque one it would over time tarnish as it is not as durable. Senior Admin Officer will make enquiries regarding an oak plaque so there are more options, also to chase Robert Webb, Broadland Key Bar to ascertain the cost of plaques with The Lady Dannatt emblem added to it.

6. Residents Christmas Party

The Accordion Band has been booked. Residents will be welcomed at 2.30 pm followed by the band, at 2.40 pm for approximately 45 minutes.
Lunch will be from 3.30 pm until 4.30pm followed by another set by the band with a finish of 5.30 pm which will be after the raffle prize draw.
It has yet to be agreed as to what food will be provided on the day although the suggestions are sandwiches, crisps, sausages on sticks, mince pies. Senior Admin to ask Teresa to cost up.
Beverages provided are Sloor, wine, orange juice, coke, lemonade, sherry, tea and coffee.

7. Concert – Saturday 17th December 2022

David Southgate has yet to confirm if Meadow Way Orchestra will be available on the 17th December.
It was suggested that it would be a free event and potentially have a collection on the door which would be passed on to a charity.

8. Parking Cones

Due to the issues encountered by residents with parking on the day of the Jubilee Event and the inability to obtain parking cones from the Police, the Senior Admin Officer looked at hiring some for next year. The hire of 50 cones would cost £240 however, to purchase 50 cones it would cost £249.58 plus a delivery charge of £50. It was AGREED that the purchase or 50 cones for forthcoming events would be necessary. They should all be marked property of Hellesdon Parish Council. Cllr Forder has agreed to mark up the traffic cones.

A short discussion was had regarding the scarecrow competition, it was agreed that councillors would not be able to enter the photo competition, it would be open for residents only. However, they are welcome to take part in the Scarecrow trail.

9. To confirm the date, time and venue of the next meeting

The next meeting will be on Wednesday 2nd November 2022 at 7.00 pm.

Approved…….....

Date.....

Meeting of Hellesdon Parish Council

8th November 2022

Item 9 Community Centre

a) To Receive Report on Community Centre Refurbishment Project

The Parish Council's Project Manager continues to work with the Project Manager appointed by Aviva to come to a final balance owed to the builders, taking into account considerations such as loss of income, works outstanding, additional costs expended by the Parish Council and betterment of some replacement items. Items which need to be ordered, subject to cost and contribution are the replacement stage and replacement AV equipment.

Snag lists for both contractors remain operational.

b) To Consider IT Requirements to Support Community Centre Operation

Now that the community centre is operational, the IT infrastructure is required so that the building can be connected to the existing phone system that is currently operational in the office and grounds shed. The community centre is currently running on a temporary wi-fi system to ensure that users of the building have a level of service.

The council's existing contractor has provided 2 options. Both the below options would allow the phone in the office to be the default lines during office hours, and then default to the community centre after hours:

1) Connect existing broadband line from office to community centre via external ethernet connection:

Item	Quantity	Cost	Recurring item?
16 Port PEO+ Switch	1	£150	No
Ethernet Cable	8	£36	No
Ubiquiti UAP AC Pro	8	£1160	No
Standard Phone User	2	£21.90 (monthly)	Yes
Polycom Handset	2	£150	No
Installation	1	£789	No
Initial Total	-	**£2306.90**	-
12 Month Total	-	**£2547.80**	-
24 Month Total	-	**£2810.60**	-

Pros:

- Lower initial cost
- Lower ongoing cost
- Ease of management
- Less Upgrade Costs

Cons:

- Reliant on one connection to both areas
- Bandwidth is shared, potential bottleneck of speeds during busy times

2) Installation of new broadband line into community centre:

Item	Quantity	Cost	Recurring item?
16 Port PEO+ Switch	1	£150	No
Ethernet Cable	8	£36	No
Ubiquiti UAP AC Pro	8	£1160	No
Standard Phone User	2	£21.90 (monthly)	Yes
Polycom Handset	2	150	No
Draytek 2865	1	£260	No
SOGEA 80/20	1	£37.86	Yes
SOGEA Install	1	£60	No
Installation	1	£500	No
Initial Total	-	**£2375.76**	-
12 Month Total	-	**£3033.12**	-
24 Month Total	-	**£3750.24**	-

Pros:

- Provides secondary connection, isolated from Office line
- Community Centre has its own bandwidth so would not affect Offices.

Cons:
- Higher Initial Cost
- Higher Ongoing Costs
- Increase in management and configuration
- Higher ongoing upgrade costs

The number of equipment points (8) has been based on the number of wi-fi points installed in the building at higher level, based upon the designs provided as part of the M&E Scheme:

The concern with option 1 is that when the community centre is being used to capacity, it risks slowing the office wi-fi down. However, it is extremely unlikely that when the rooms are being used at capacity, all persons will be on their phones using the wi-fi. It is for this reason, the **RECOMMENDATION** is to proceed with Option 1. The Council's IT provider has advised that if the connection was shared and did present a problem, a broadband line could be installed retrospectively. This would also be in line with the decision made by the Staffing Committee, to be discussed under item 14a

c) To Receive Report on Café Opening

There were problems on the run up to the café opening due to the plumbing being incorrect in the kitchen, but this was rectified at the eleventh hour and the café was able to open on 1st November. Due to the uncertainty over opening, there was limited marketing on the lead up to the opening, but it was sufficient to ensure a pleasing footfall and turnover. The footfall will lead to a follow up discussion, to be had under item 14b.

d) To Receive Report on Progress of Warm Room

Further to the Parish Council's decision to dedicate the Spraggins Room in the Community Centre as a Warm Room to support local people who are having difficulty in heating their own property, the

Parish Council was successful in their grant application for £600 from South Norfolk and Broadland Council. Following a lead instigated by Cllr Gurney, a local business has provided further funding to allow attendees to have a comfortable, welcoming room where they can stay as long as the room is open.

DRAYTON WOOD ROAD
ISSUES CAUSED BY THE NDR

Report of Traffic abuse – November 2022

This report outlines the traffic issues experienced by the residents of Drayton Wood Road (DWR) Hellesdon, since the completion of the Northern Distributor Road (NDR) – now named the Broadland Northway.
With selected photographs, CCTV, Dashcam stills and Internet imagery, it looks at the daily suffering endured by residents and the follow-on effects to the road and Parish.

Cllr Douglass, Cllr. Avenell BSc.Hons, CMS
Drayton Wood Road, Hellesdon

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Increasing Road Traffic Collisions (RTC's) and damage to residents' vehicles 11
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Outline

Drayton Wood Road (DWR) is one of three small quiet estate roads in the Parish of Hellesdon, a suburb of Norwich. The other two roads being St.Andrews Road and Westwood Drive. Together they bridge the gap between two major arterial roads Reepham Road and Drayton High Road (A1067), that feed traffic to and away from Norwich City Centre.

The road is 4.8m wide and is classified in Table DG1, Part 3 by the Highways Transportation and Development as a "...Carriageway width less 5m residents to access up to 50 dwellings..."

When the author first took up residence in 2012, vehicular traffic was minimal with approximately 300 - 400 vehicles a day (excluding residents) using the road to cut through the estate between the Reepham Road and Drayton High Road to access Sorens Cycles, The Bodyworks, The Limes and the Doctors Surgery (*fig 1*). In as little as 3 months after the completion of the Airport section of the NDR, the traffic increased to over 3,500 vehicles a day. An increase of 900%. A vehicle every 10 seconds. This increases dramatically during commuting times. Since then, the road has degenerated into a dangerous rat run for a vast and unacceptable number of vehicles including 'White Van man' using it as an arterial route to/from the NDR.

Figure 1

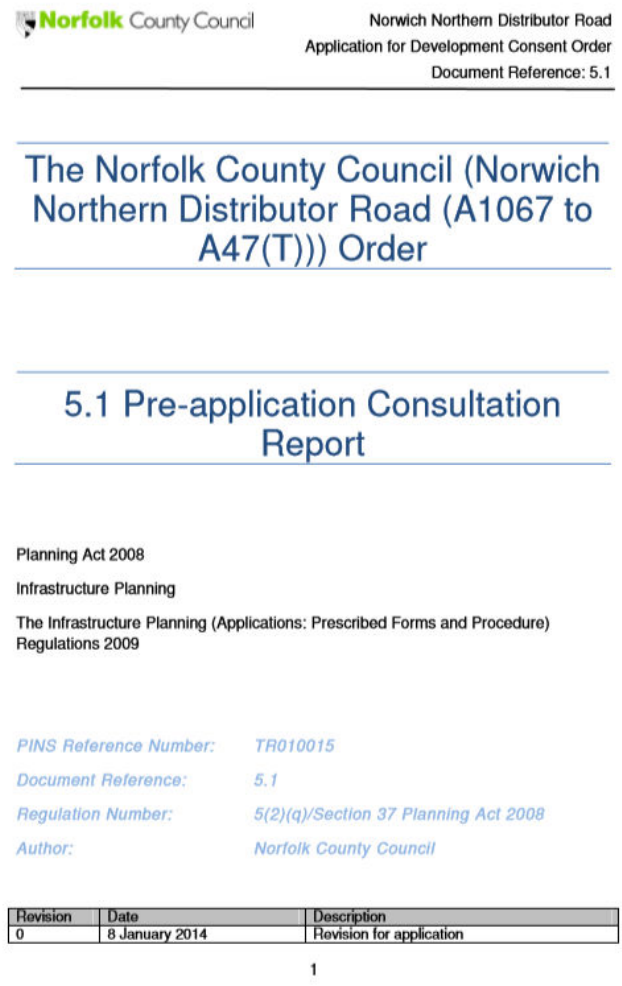
All Maps and Street View images courtesy of and ©Google Maps

All Photographs courtesy of and ©Kingsley Avenell

Issues caused by the construction and completion of the Northern Distributor Road (NDR)

During its construction and since its completion, more and more vehicles have started using the estate as a 'cut through' and a commuter 'rat run'. It is causing significant issues (detailed in this report) and anger with the residents.

This issue was predicted. On page 107 of a pre-application consultation report published in 2014 was written; (*fig 2*)



Norfolk County Council

Norwich Northern Distributor Road
Application for Development Consent Order
Document Reference: 5.1

The Norfolk County Council (Norwich Northern Distributor Road (A1067 to A47(T))) Order

5.1 Pre-application Consultation Report

Planning Act 2008

Infrastructure Planning

The Infrastructure Planning (Applications: Prescribed Forms and Procedure) Regulations 2009

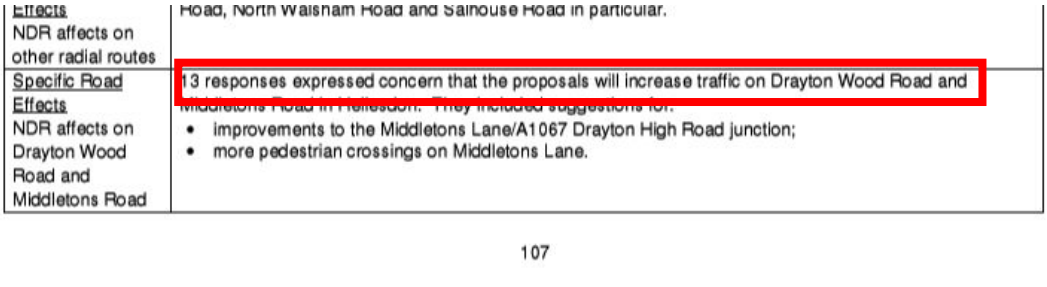
PINS Reference Number: TR010015
Document Reference: 5.1
Regulation Number: 5(2)(q)/Section 37 Planning Act 2008
Author: Norfolk County Council

Revision	Date	Description
0	8 January 2014	Revision for application

1

No one had the courtesy to contact the residents of DWR to pass on this concern.

At the public consultations, it was not raised by anyone in authority and all concerns raised by residents at the consultations were summarily dismissed.



Effects NDR affects on other radial routes	Road, North Walsham Road and Salhouse Road in particular.
Specific Road Effects NDR affects on Drayton Wood Road and Middletons Road	13 responses expressed concern that the proposals will increase traffic on Drayton Wood Road and Middletons Road in Hellesdon. They included suggestions for: • improvements to the Middletons Lane/A1067 Drayton High Road junction; • more pedestrian crossings on Middletons Lane.

107

Figure 2

The full report is available here;

https://infrastructure.planninginspectorate.gov.uk/wp-content/ipc/uploads/projects/TR010015/TR010015-000420-5.1%20Consultation%20report.pdf

Primary Issues

Excessive volume of vehicles

In March 2015 the author wrote to Cllr Gurney and Chloe Smith MP expressing concerns about the significantly increased traffic and follow-on issues they cause.

The Residents of DWR were at a point where the volume of traffic has become wholly unacceptable and were constantly seeking for the situation to be resolved. As one resident of DWR said "... I do not pay my council tax to be forced to live next to the A47...". Doing nothing is ***not*** an option.

After no action had taken place, in February 2019 the author and several residents met with Cllr Gurney and Highways where we were promised some engineering solutions which would encourage vehicles away from DWR.

On 12th September 2019 the author wrote to the Council stating that traffic flow on the road was being monitored (by means of CCTV footage and a hand tally counter) and recorded to ascertain whether or not the intending engineering solution (Pinch point) would be fit for purpose.

In September 2019, Highways installed the first 'pinch point' on DWR. It was completely ineffectual. Residents contacted the author and were appalled that such money had been wasted with regards with its ineffectiveness. The council was emailed (*Appendix 1*). No reply was received.

On 4th November 2019 the email was followed up with the results of an accurate traffic count (*Appendix 2*) Summary below (*fig 3*). Again, no reply was received;

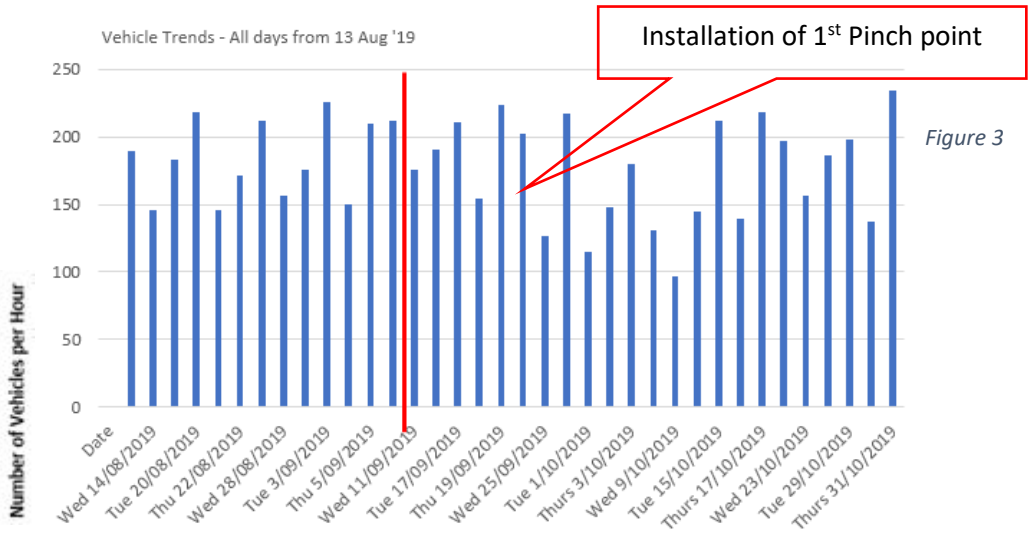


Figure 3

Vehicle numbers using DWR as a 'Rat run' cut through increased despite what expectations were set to the author and residents. Since then, vehicle volume has gradually increased to approximately 4,000 vehicles a day. This includes commuter times between the hours of 06:00 – 09:30, 15:30 – 19:00, where vehicles pass through in convey of 4 or 5 at a time (*fig 4*)

The daily procession of traffic starts somewhere from 05:00 and quiets down just after 00:30 every day. During these 19 ½ hours, the volume of traffic is unrelenting.

Figure 4

One year later in September 2020, after much pressure, traffic monitoring and recording (by the author and other residents) the original Pinch point was upgraded and another one installed. The monitoring exercise was repeated, (Tuesday 3 November 2020 – Thursday 25 February 2021) (*Appendix 3*) and over the proceeding lockdowns. This monitoring demonstrated similar results in that the money spent and the solution supplied by Highways had no effect whatsoever and that vehicle abuse was still ridiculously high; (*fig 5*)

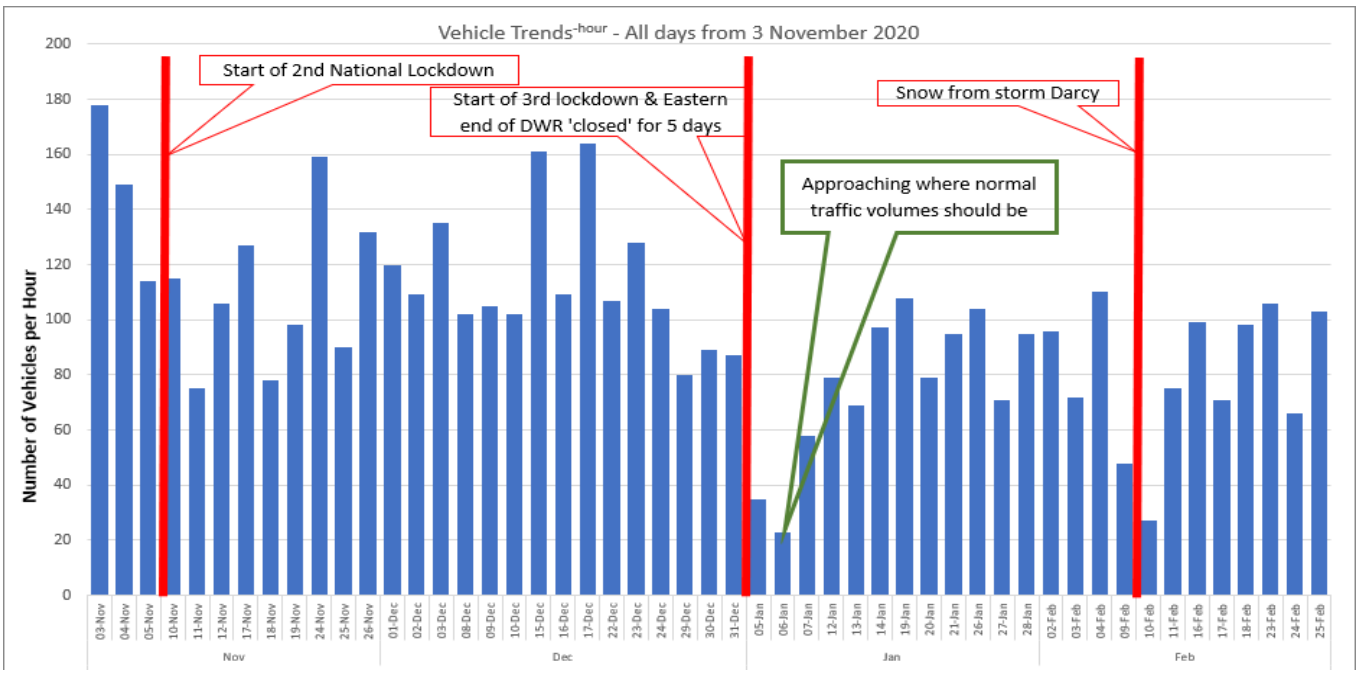


Figure 5

Random 24 hour periods of CCTV footage to demonstrate and corroborate facts was uploaded to the Cloud and shared. So far Highways have been disinclined to review the footage.

Since then, a number of meetings have been held between the author, residents, Highways and Cllr. Gurney to address the situation.

MP Chloe Smith was written to again, no one has replied.

The situation has still not been resolved. Highways have not made any effort to direct or encourage traffic away from DWR. The author and others have been continually misled by Highways. Residents continue to ask questions to which there are no answers to.

The issue of the abuse of DWR was previously foreseen by Highways, however they chose to do nothing.

Looking at the bigger picture, like Water, Traffic takes the path of least resistance. DWR is the only small estate straight route in the parish connecting an 'A' class road – A1067 to the Reepham road and on to the NDR. This means that DWR has now become a main 'go-to' arterial access through route for vehicles travelling NE to SW and vice versa through the parish. The estate was not designed to cater to the huge volumes and unsuitability of the current traffic loads. Up until before the completion of the NDR, this was not an issue. (*fig 6*)

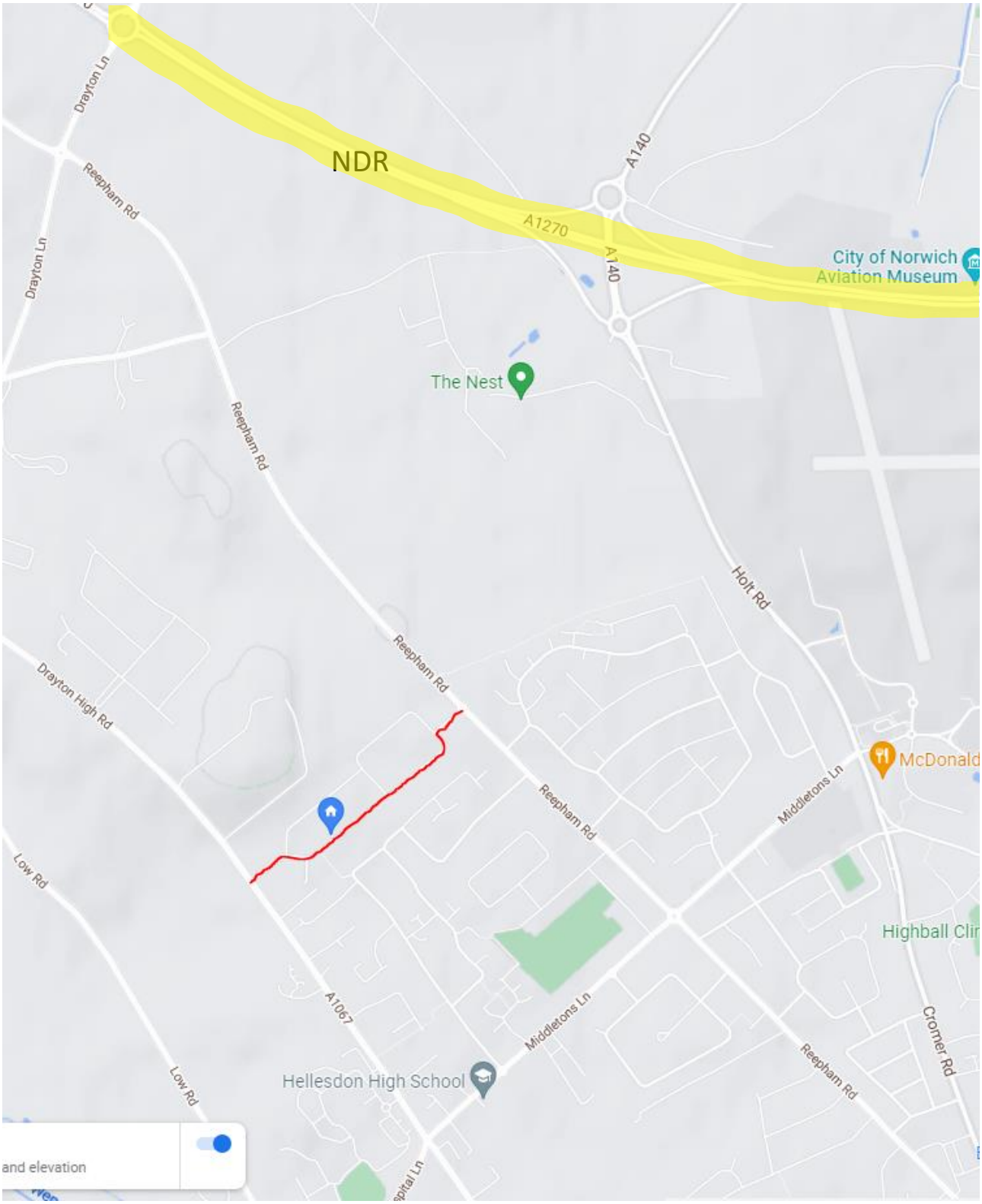
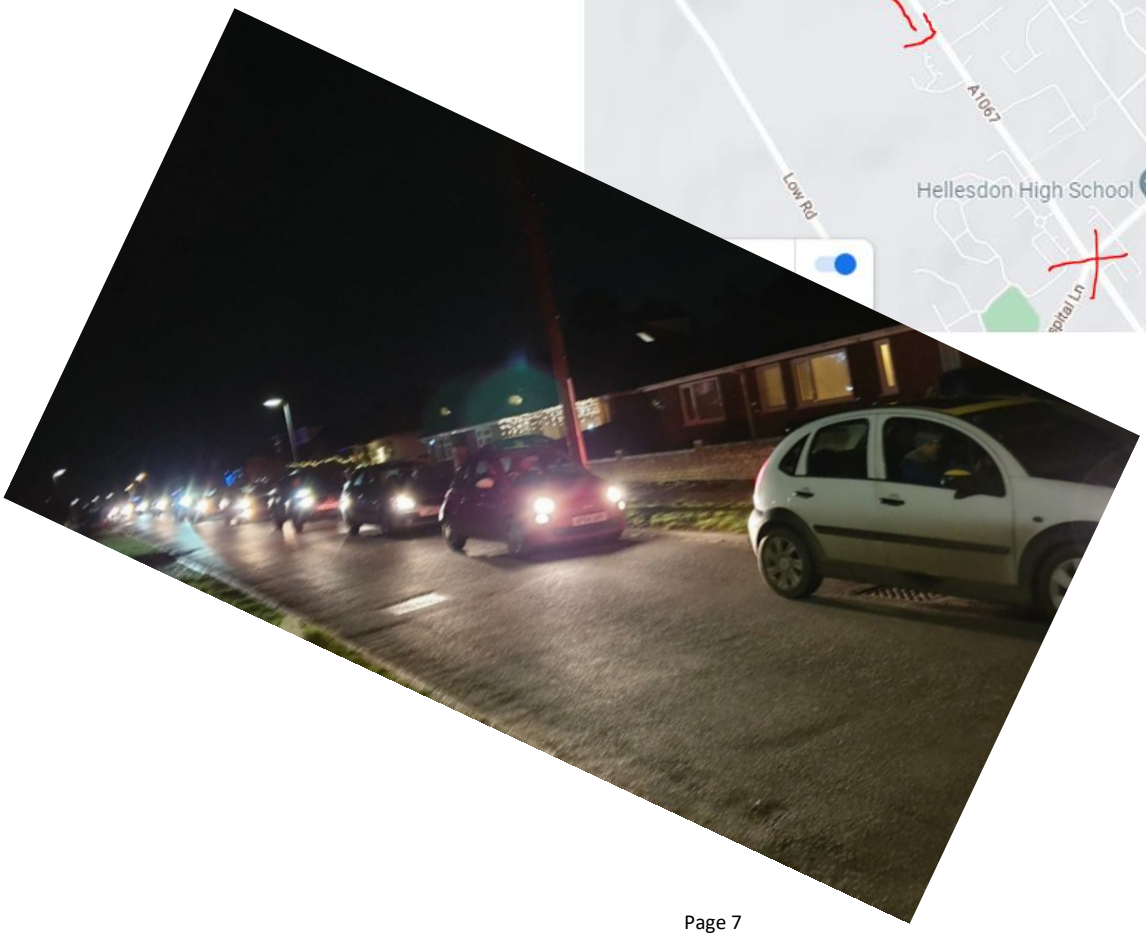


Figure 6

Since the completion of the NDR, vehicles of all descriptions and commuters are being funnelled down DWR when traffic exits the NDR at the Drayton/Horsford junction;

- Drayton Lane has traffic calming, 2 mini round-a-bouts and a traffic lighted junction before joining Drayton High Road
- Middleton's Lane has 2 sets of Traffic lights, 1 major round-a-bout, 2 mini round-a-bouts, 2 (soon to be 3) zebra crossings associated with 3 schools before joining Drayton High Road
- DWR has 2 ineffective road ornaments and is straight through

This also means that whenever there are temporary traffic lights, road closures or RTC's (Road Traffic Collisions) on the surrounding roads, including Middletons Lane, the now go-to route is DWR (*fig 7*);



Excessive speed of Vehicles

Because of the road's topology, DWR makes it an ideal ¼ mile 'Drag' racing strip (1587 ft ~= 1/3 mile to be precise).

On a regular basis, vehicles (both motorcycles and cars) can be heard accelerating hard from the bottom to the top of the road (or vice versa) and those with loud exhausts via for the quickest time through the chicanes. The Report from the Speed Awareness Monitors (SAM) installed in DWR from the 7th September to 5th October 2020 include the period for the upgrade of the Pinch point and installation of the second one. They show that vehicle throughput along DWR **did not reduce** and speeds up to 50mph (recorded one way only!) were achieved down the ¼ mile 'Drag Strip', even through the chicanes. This is not ***all*** the fast speeds recorded – just the fastest and only in ***one*** direction.

(*fig 8*)

Figure 8

If residents, visitors and deliver drivers park fully on the road, it tends to slow the traffic down by acting as natural traffic calming, however, this is both dependent on residents and visitors. Revving engines can always be heard from vehicles waiting to pass a parked vehicle and once past they accelerate hard along the remaining straight to make up time 'already lost'.

The residents of No 102 at the Eastern end of the straight have had to double re-enforce their garden wall with soil and paint it bright white in an attempt to make it more visible and to stop any more vehicles ending up in their front garden after taking the corner at excessive speeds (*fig 9*).

Figure 9

All the corners are taken excessive fast and dangerously wide (*fig 10*);

Figure 10

Secondary Issues

Noise

Because of the 900% increase in the volume of traffic, there has also been a huge increase in the level of noise pollution. This begins daily around 05:00 and continues unrelentingly through the day, afternoon, (and unsociably) into the evening and night until just after midnight. It makes sleeping in bedrooms at the front of the house almost impossible without the use of earplugs. This is causing severe stress and anxiety for residents.

During the hot weather, the sheer volume of traffic precludes windows being opened at the front of properties for ventilation as the continual noise is so unbearable.

During the Pandemic Lockdowns, working from home during the warmer weather has been tortuous as windows cannot be opened as traffic noise drowns out any telephone conversations or face-to-face video calls.

Exhaust pollution

There is also a huge and significant increase in exhaust pollution and poor air quality for residents. Again, opening windows at the front of properties is foolish due to the increased risk of aggravating conditions associated with poor air quality such as arthritis and respiratory complaints such as asthma.

Rubbish and litter

Because the road is now so heavily used and/or vehicles have to spend time waiting behind residents parked vehicles to pass and re-pass, during the warmer months there is significantly increased amounts of discarded litter – large brown paper bags with waste from the McDonalds restaurant for instance.

Aggressive drivers

Because more and more vehicles now try and squeeze down DWR, there is much more waiting, pass and re-passing of parked vehicles. This has led to a significant increase in aggressive behaviour from those passing through aimed towards residents. When residents try to reverse into driveways, hitch trailers or move caravans in/out of driveways, they have been on the receiving end of some of the following aggressive behaviours (but not limited to);

- Verbal abuse
- Verbal threats
- Intentional damage to vehicles
- Offensive language
- Vehicles horns being sounded frequently/unsociable hours
- Offensive gestures
- Impatient drivers undertaking and driving along footways and verges to pass other waiting traffic (below)

- Attempts at intimidation

Increasing Road Traffic Collisions (RTC's) and damage to residents' vehicles

There are no accidents. Every event can be traced to someone's actions or inability to act. The more vehicles squeeze past each other down the road increase the probability of collisions and scrapes initiated by those passing through. To be clear, DWR is only barely wide enough for two family cars to safely pass each other.

Figure 11

Almost daily another resident has to replace their wing mirror because it has been smashed by a passing vehicle.

This will also have the long-term result of increasing vehicle insurance premiums for residents as the Postcode for DWR will be viewed as an 'accident blackspot'. Cllr Gurney has received letters of complaint from residents who have had to replace their wing mirrors. (*fig 11*)

Figure 11

Excessive wear and tear on infrastructure

Because of the excessive vehicle usage of the road, the surface of the roadway will experience greater than average wear and tear and subsidence.

To be clear, the road was only designed for residents to gain access to properties and the occasional through vehicle; it was not designed for the current volume or usage. This photograph shows what happens when large vehicles mount the corners as can be clearly seen by the tyre impressions. (*fig 12*)

Figure 12

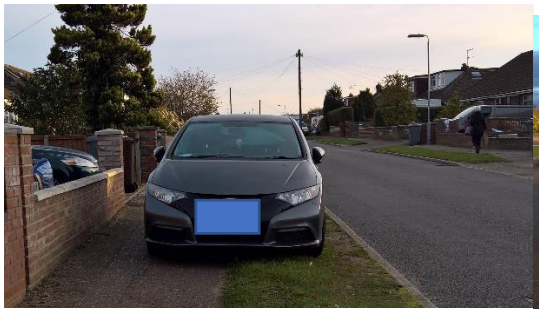
Because of all the vehicles that mount the pavement and grass verge, the curbs and verges are showing significant signs of wear and tear. This is also exacerbated by residents, visitors and delivery drivers choosing to anti-socially (and illegally) park on the grass verges and pavements; This is initially done to prevent their vehicles from being damaged by the plethora of passing vehicles however this anti-social parking degrades the verges further into an unsightly state and lowers the tone of the estate. See images *pp*.15.

None of the large vehicles who force their way through can safely negotiate the tight corners and must drive over the verge and footpath. (*fig 13*), See how it is a threat to pedestrian safety.

Figure 13

Reduced visibility from driveways caused by Anti-Social parking

Residents intentionally choose to anti-socially (and illegally) park on the verge and pathways to safeguard their vehicles (even though driveways are free). Visitors and delivery drivers follow suite. This creates visual obstructions as neighbours exiting their drives cannot see if the road is clear. This results in 'near misses', 'close shaves' and a considerable amount of horn sounding. If vehicles were parked fully on the road, passing traffic would have to stop and wait to pass and re-pass, however with no vehicles on the road it also facilitates the ¼ mile 'drag strip' mentality and encourages excessive speeding. Obstructing the footpaths due to anti-social parking (as can be seen here) is also a criminal offence and again causes intentional deliberate destruction to verges and puts pedestrians lives at risk.



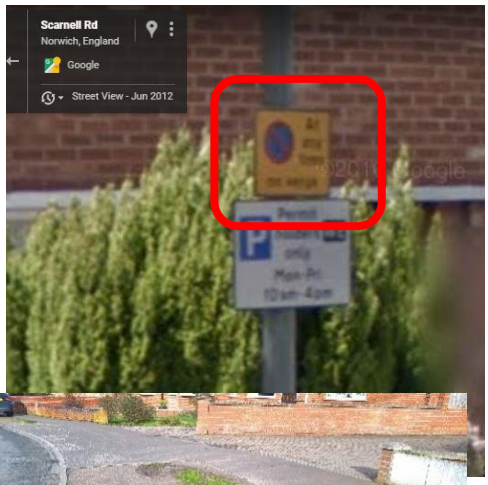
SUZUKI
SWIFT

NAVARA

CLIO

Intentional and deliberate destruction to grass verges and footpaths caused by Anti-Social parking

The pictures speak for themselves. This will not be ‘free’ to repair. Similar anti-social parking and wilful destruction of verges and footpaths is also replicated throughout the parish lowering its tone. It is worth noting that a considerable number of areas of Norwich ban parking on the vergers and footpaths.



Pedestrian safety

Within a 2 mile walk of DWR, there are 5 schools - soon to be 6;

- Hellesdon High School
- Kinsale Infant School
- Kinsale Junior School
- Firside Junior School
- Arden Grove Infant and Nursery School
- New School on the Royal Norwich Golf Club site development (Persimmon)

DWR is heavily used daily by commuting children of all ages. They are both walking alone and accompanied by their parents/guardians. They use the footpaths either side of DWR and the alleyway that links DWR to Woodland Road. High School children who commute by bicycle also use DWR to cycle to access the same alleyway.
The same route is also used by adult cyclists who frequent the road and who also use the same alleyway link. (*fig 14*)

Figure 14

DWR has a high population of retired/semi-retired residents, a care home, new families and a large population of dog owners. They use (or try to use) the footpaths along DWR for their daily activities, however, their lives are put at risks due to the high volume of traffic, vehicles driving down the grass verges and anti-social parking. Several times vehicles obstructing the footpaths have been reported to the relevant authorities. Because of anti-social parking, pedestrians, school run pedestrians and mobility scooters have had to venture into the dangerously busy road and dodge traffic.

I cannot imagine 3,500 – 4,000 vehicles a day abusing Gowing Road, Firs Road or Windsor Road. The road is the same size. So the question is why have Highways (successfully) turned DWR into such a heavily abused arterial road? When directly questioned Highways have avoided to answer.

Figure 15

Even when DWR was ***attempted*** to be closed in September 2020 and again in January 2021 for the Pinch point upgrades vehicles still 'felt the need' to illegally cut through and drive over the verges and pavements (it is illegal to drive through a Road Closed sign unless for immediate access) (*fig 15*).

With 750 plus new homes due to be built on the Golf course and 250 new homes due to be built at Drayton (Green light for 267 homes at Drayton Manor Park near Norwich | Eastern Daily Press (edp24.co.uk)), the situation will only get much worse.

The author has been approached by too many residents and neighbours asking about the motives of Highways. Unfortunately, there are still no answers.

Conclusions

Drayton Wood Road was not designed to cater to the excessive volume of traffic it is experiencing now. This has only spiralled out of control since the completion of the NDR. With 250 new homes due to be built at Drayton and upwards of 750 more on the Golf course, the situation will only get much worse.

Residents of DWR were never consulted before the NDR was completed and any issues raised at any consultation in order to secure a solution to prevent the estate becoming a 'Rat run' were summarily dismissed. Now we are the victims of the traffic as the road has successfully become a major arterial route to/from the NDR.

The safeguarding, health and wellbeing of residents and pedestrians appear to continually be ignored.

Any solutions implemented seem to be puerile, lack intuitive thought and are a huge waste of public money that could have been put to better use within the parish.

In a recent email from Highways trying to justify their lack of action, the Accident Reduction Partnership was cited as being one of the two reasons why no action has taken place. The revelation with any family of the unfortunate victims of any collision along DWR, that 'Highways knew but chose to do nothing', will be poor consolation.

Highways also write that the second reason was due to lack of funds. However, a 24-hour bus lane has recently been installed in the parish – which was stridently objected to, not wanted, and not needed. Yes, money is available – it is just spent on other (not needed) projects.

Since the completion of the NDR, there has been a pitiful lack of attempts to encourage traffic to avoid using DWR and to use better routes to navigate the parish. As a result, the residents of DWR feel used and as a representative of the parish to the Council, I feel betrayed.

Proposals to Full Council

I would like to thank my fellow Parish Councillors for their time and patience in reading this report and kindly ask that they consider the following three proposals;

- Because residents are still asking and will continue to ask: Highways are directed to respond (in a timely fashion) to why they have successfully turned Drayton Wood Road into a major Arterial through route to/from the NDR?
- In a timely fashion, Direct Highways to perform whatever measurements they feel they require to satisfy themselves that Drayton Wood Road is abused by more traffic than it was before the completion of the NDR or indeed other similar roads in the parish:- Gowing Road, Firs Road or Windsor Road
- In a timely fashion, Direct Highways to resolve the abuse and ***effectively*** direct traffic away from Drayton Wood Road so that its traffic usage is in keeping with the other small estate roads around the parish and what it was experiencing before the completion of the NDR

Appendix 1

12th September 2019

Good morning Ben

I see work has finished on the pinch point.

I must say I am very disappointed and angry that the money has been wasted.
They look very permanent to me and not the 'Elephants feet' the residents were told were to be installed.
How can they be adjusted when it is realised they do not work? - They are not working.

I am currently keeping a tally of vehicles using the road at specific times of the day as I do not trust any survey. From about 200 vehicles a day before the completion of the NDR, we are experiencing 200 vehicles an hour. This is off peak and during the school holidays.

Last night as I was walking to the Doctors I was amazed at how the vehicles just lined themselves up with the centre of the pinch point and sped up to get though. No breaking, no slowing down, no deviation in their course of travel.
I was also stopped by about a dozen residents who, well to put it bluntly, were furious at the end result.

The irony is that one of the (it is a joke to call it) restrictions is placed outside a residents property who used to leave their vehicle on the road. Their vehicle provided more traffic calming than these very expensive road ornaments.

On my way home yesterday I passed through several 'pinch points' in other parts of Norwich that covered 1/2 the road, were quite short in the gap in between and were sited regularly about 100 yards apart and actually performed the task.

It is disappointing that the money used could have been implemented so much better and not wasted. I would expect ramifications as a result of this and blunt candid feedback to the Council from residents.

I will be interested to see what Highways plan to do to rectify this.

Kind Regards
Kingsley

Appendix 2

4th November 2019
Hello all

Further to my email of 12 September 2019
Please find below an accurate count of vehicles travelling down DWR both before and after the installation of the very expensive road ornament or as they are more humorously referred to as 'pinch point'.

The statistics were gathered at set times each week during non-peak times; not to record peak commuter abuse obviously, but to show trends as both residents and myself were told with certainty that the volume and speed of traffic will "quite quickly diminish once the pinch points have been installed." - notice the plural use of the verb.

All the recorded footage and subsequent data used in the study can be made available for confirmation upon request.

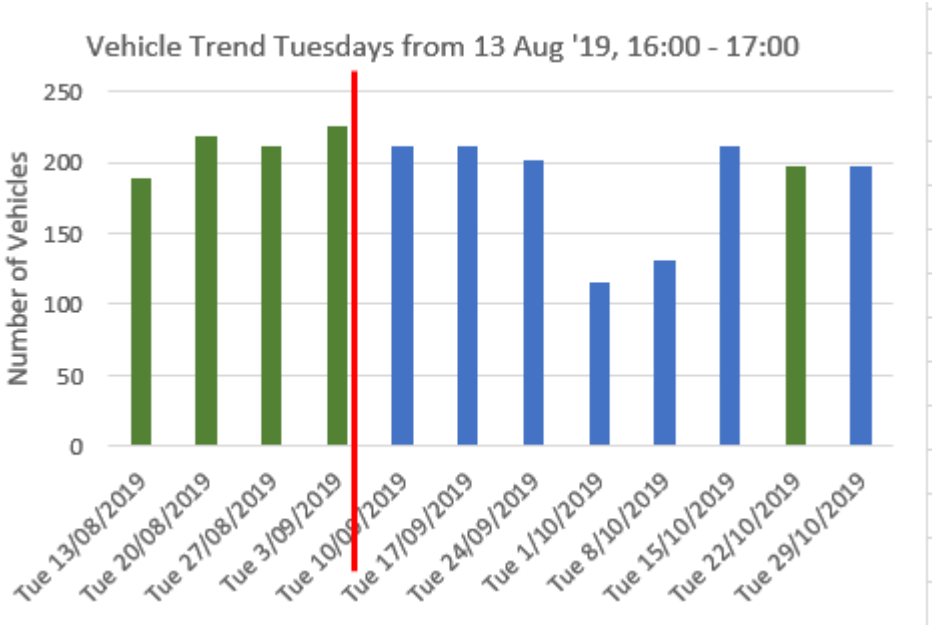
A separate study to identify peak flow was also carried out. This was held on 3 separate random days and at 2 different time periods;

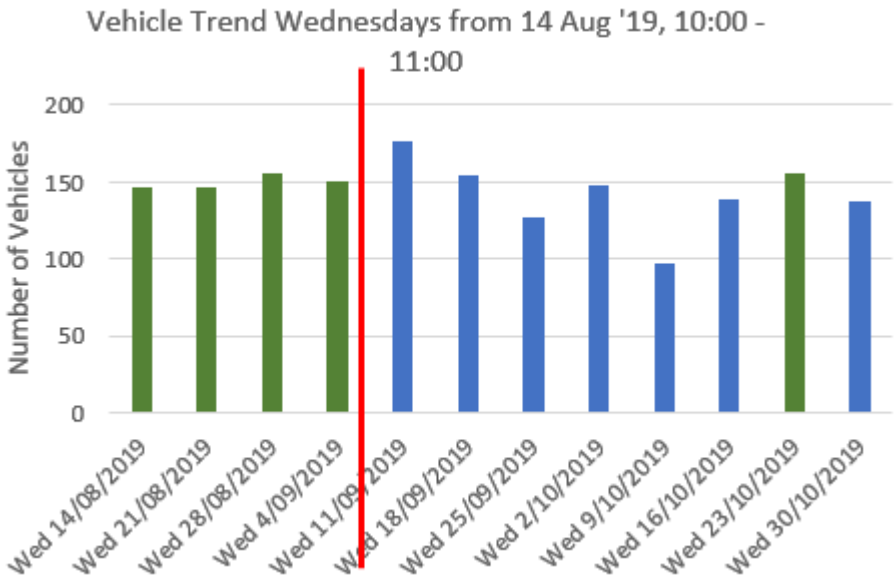
- on Wednesday 18th September 2019 between the times of 08:00:00 and 08:30:00 **161** vehicles were recorded; ~ **362** vehicles^{-hour}
- on Thursday 17th October 2019 between the times of 15:59:52 and 16:11:00 **60** vehicles were recorded; ~ **360** vehicles^{-hour}
- on Thursday 31st October 2019 between the times of 08:00:00 and 08:10:02 **56** vehicles were recorded; ~ **336** vehicles^{-hour}

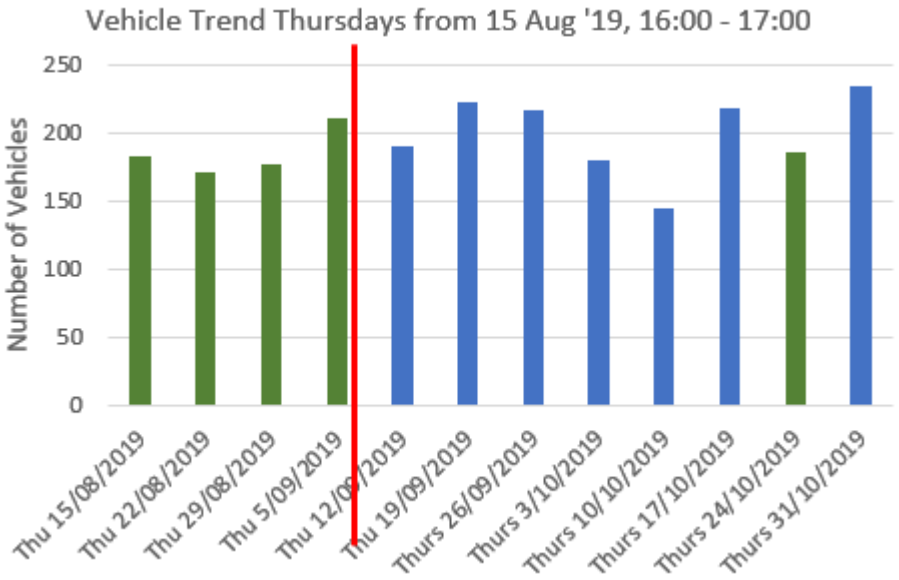
This gives a peak flow average of commuter abuse of between **330 - 360** vehicles^{-hour}, twice a day, Monday to Friday.

As can be seen from the graphs below, and contrary to what myself and residents were lead to believe, off-peak vehicle abuse flow still remains steady with the mean = **177** vehicles^{-hour} both before and after the installation of the road ornaments and the mode = **212** vehicles^{-hour}.

Pinch Point installed Mon 9/9/19
School summer and 1/2 Terms 2019







It is proven that the Speed Indicator Devices occasionally sited along the road provide wholly inaccurate results.

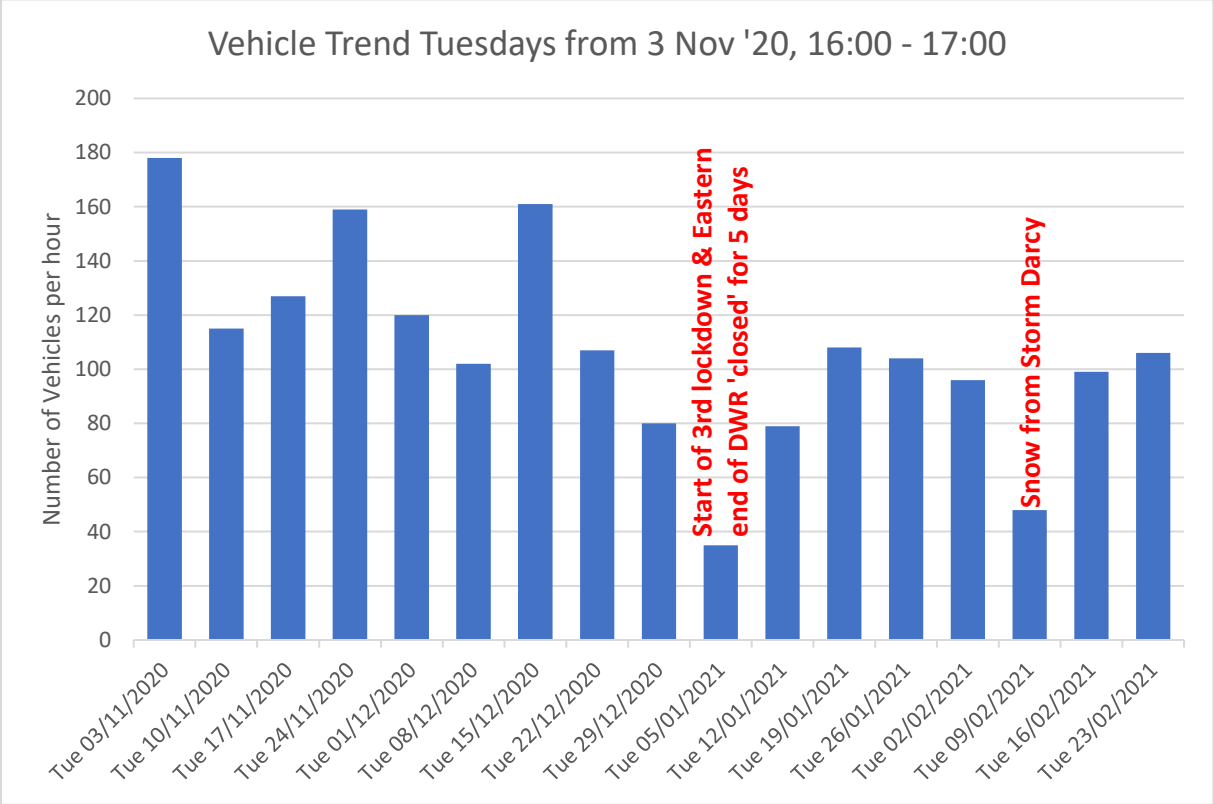
- Vehicles still speed along the road either in an attempt to beat oncoming vehicles or just because the road ornaments are so hopelessly ineffective. Speeding vehicles can also easily be identified from the captured footage
- Residents, many of them retired, are still on a daily basis facing angry and aggressive drivers and are subject to verbal abuse and obscene gestures when entering and exiting their drives

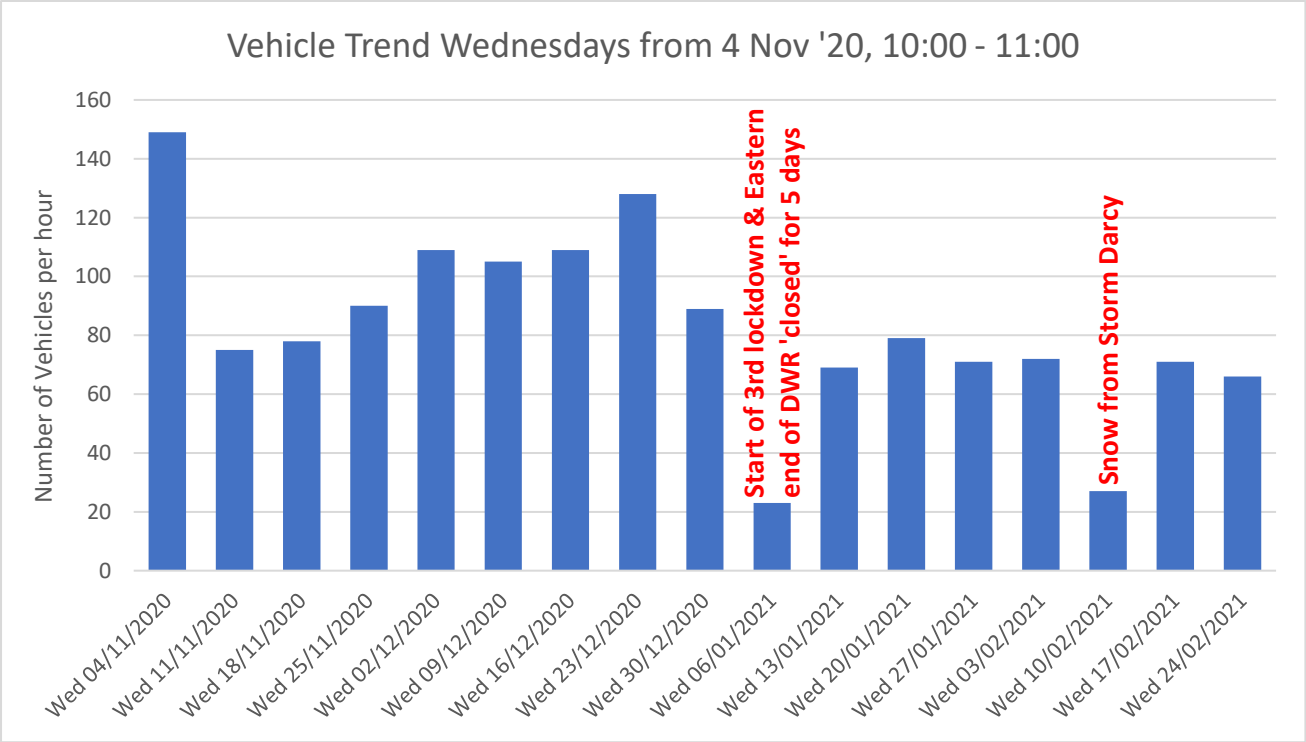
If in the course of my employment, I were to waste significant funds on a completely ineffectual device and concurrently manage to embarrass the Parish and County councils with this action as a result of the failure to deliver an effective solution promised to local residents, without question I would be dismissed on grounds of incapability to perform my role.

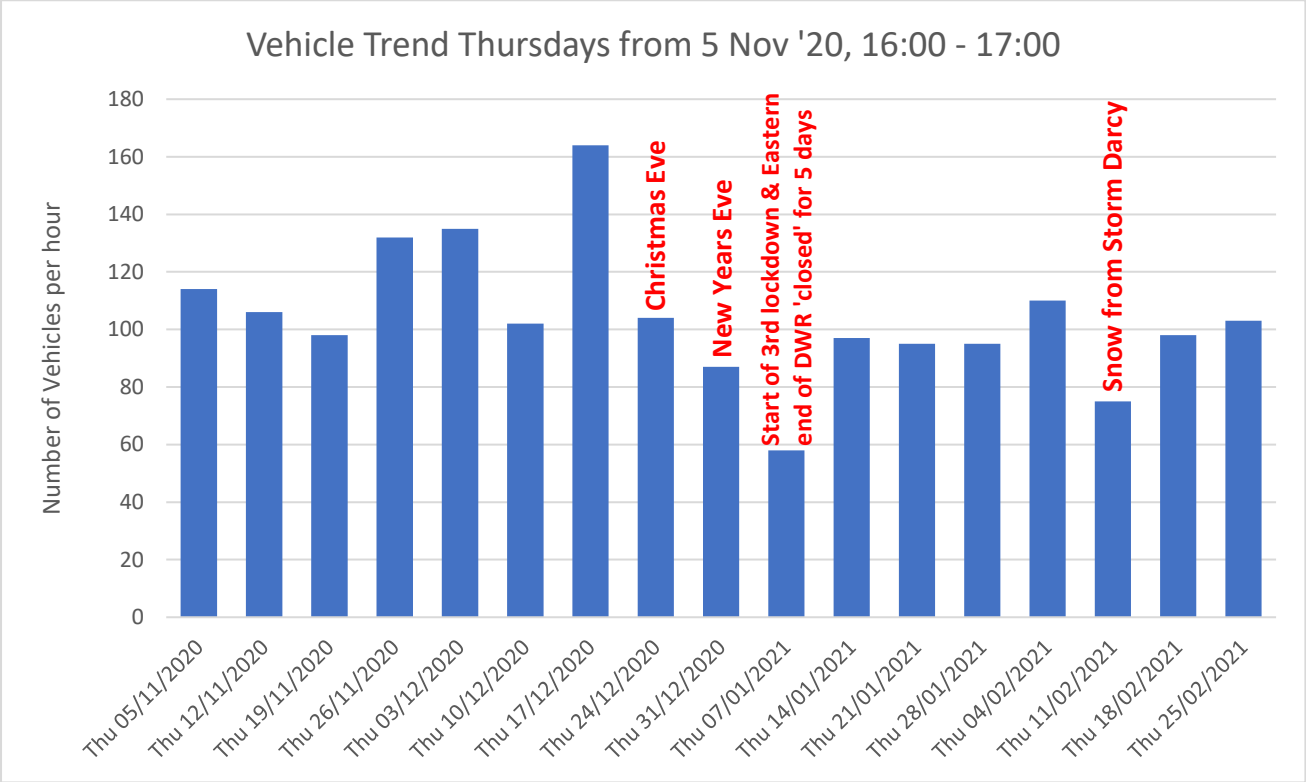
Taking a note from previous road calming measures installed in quiet suburban Norwich roads, Alexandra Road, for instance as shown below, one can unmistakably see there is clear signage, that the solution is effective, the residents were listened to, and its outline can be made to blend in with the surrounding flora and fauna. Obviously, someone knew what they were doing there.

Appendix 3

Copies of captured video are available upon request, ©Kingsley Avenell






Vehicle Trend Thursdays from 5 Nov '20, 16:00 - 17:00
Number of Vehicles per hour
180
160
140
120
100
80
60
40
20
0
Christmas Eve
New Years Eve
Start of 3rd lockdown & Eastern
end of DWR 'closed' for 5 days
Snow from Storm Darcy
Thu 05/11/2020
Thu 12/11/2020
Thu 19/11/2020
Thu 26/11/2020
Thu 03/12/2020
Thu 10/12/2020
Thu 17/12/2020
Thu 24/12/2020
Thu 31/12/2020
Thu 07/01/2021
Thu 14/01/2021
Thu 21/01/2021
Thu 28/01/2021
Thu 04/02/2021
Thu 11/02/2021
Thu 18/02/2021
Thu 25/02/2021

Hellesdon Parish Council - Clerk

From: [redacted]
Sent:
To:
Cc:
Subject:
Attachments:

Follow Up Flag:
Flag Status:

Hello

I live at [redacted] I have recently had to start using an electric wheelchair.

If I want to cross the road at the 140/A1067 junction *(ASDA Superstore, Hellesdon)* there are no pedestrian lights to assist me. Pedestrians have to rely on the traffic lights provided for motorists when determining whether it is safe to cross or not.

Although pedestrians must cross two slip roads and five lanes of busy traffic it is relatively easy to do this when crossing from the ASDA side of the road to the Sweet Briar Road side as pedestrians are visible to motorists at all times, it is *relatively* easy but far from safe.

However, crossing the road in the opposite direction (Sweet Briar Road to ASDA) is extremely dangerous. The near side lane (closest to ASDA) is a filter for traffic going straight ahead. If a pedestrian, especially a wheel chair user, checks the motorist's lights are red and starts to cross it is possible that the filter light may change to amber/red. When this happens oncoming motorists (who may be travelling at speed) cannot see pedestrians already in the road as the stationary traffic in the other two lanes obscures their view, this is especially the case if the stationary traffic includes high sided vehicles. The potential for a serious accident is extremely high. A blind person would not be able to cross the road at all, it would simply be an impossible task. With the ongoing road works in the area motorists are frustrated and impatient and less likely to pay attention and more likely to be impulsive which increases the probability of an accident.

I assume that this has not been an issue in the past because of the lack of residential properties in the area, however, with the White Rose Park development more people, especially young people will be crossing the road at this junction.

The installation of pedestrian (flashing green/red man) lights would significantly lessen any possibility of an accident, if these lights also included a bleep that would also enable blind people to cross the road safely.

I have attached some photographs to illustrate the problem

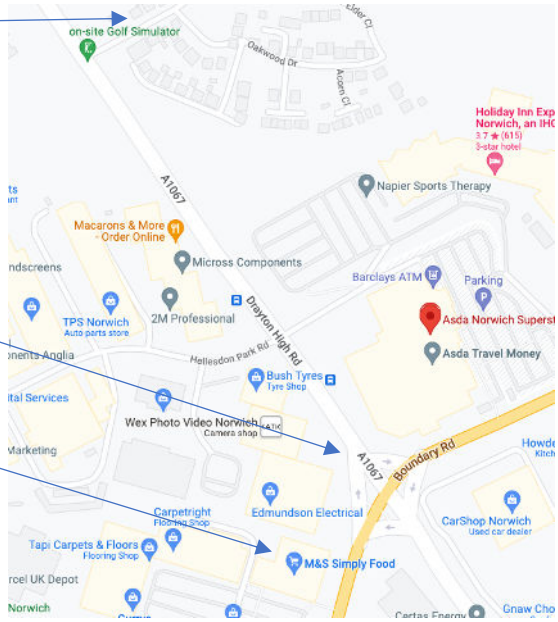
I look forward to hearing from you soon.

Lack of pedestrian lights at 140/A1067
(ASDA Superstore, Hellesdon)

Birchwood Road

Junction of
Sweet Briar Road,
Boundary Road (A 140)
& Drayton High Road (A 1067)

Marks & Spencer's



As you can see from the above photo when crossing the road from Sweet Briar Road, there are 3 lanes of traffic heading along Drayton High Road towards Norwich. The near side lane (closest to ASDA is a filter). The 2 other lanes prevent drivers from seeing pedestrians crossing the road. If the filter changes to amber after a pedestrian has started crossing with no 'green/red man' indicating when it is safe to cross there is the high possibility of a serious accident.

Meeting of Hellesdon Parish Council

8th November 2022

Item 11 – Library Protection Scheme

The following has been received from Norse in relation to the proposed scheme to protect the library from a further vehicle strike:

As of the date of this report, further details have been requested:

- An aerial photo to show exact location.
- Sizing and scale of bollards

This will help to establish the ownership of the land they stand on, and therefore whether some form of agreement (either legal or a memorandum of understanding) will be required.

BELONGING

AUTUMN CONFERENCE
Joint Norfolk ALC and Norfolk SLCC
The Carnegie, Thetford

Wednesday 23 November 2022

Tea/Coffee and Pastries from 9am
Conference 9.30am onwards

PROGRAMME

09:30	Introduction & housekeeping Compere for the Day	Alan Fairchild MBE, FSLCC Honorary Vice President
09:35	Nik Chapman CEO Charles Burrell Centre	Community and Collaboration – Charles Burrell Centre a Case Study
10:00	Sue Baxter – Vice President NALC & Linda Larter MBE, Chief Executive Sevenoaks Town Council and SLCC Past President	Civility and Respect Pledge
10:40	Matthew Reading Strategy and Partnership Implementation Lead Norfolk Children's Services	Flourish
11:00	Nick Dickson, Scheme Manager	The Brecks Fen Edge and Rivers

11:20 Tea and Coffee – networking with colleagues and browsing **Exhibitor Stands**

11:40	Anders Hanson, Members Service Manager National Association of Local Councils	Quality Awards Scheme
12:05	John Fagan, Scribe Accounting	How To Clerk Smarter, Not Harder!
12:30	Chris Mewse Parish-On-Line	Mapping, Resilience and Cost of Living
12:55	Tim O'Riordan	Living In a Crisis

13:20 **Lunch** - networking with colleagues and browsing **Exhibitor Stands**
14:20 **WORKSHOPS** run twice, so delegates can attend two from those listed

Nicole Hudson	Mindfulness Walk
Nicky Elmer	Resilience
Jimmy Miller, Norfolk ALC Trainer	How to Say No!
Pete Strange, Norfolk ALC Wellbeing	Norfolk ALCs Wellbeing Initiative
Gina Lopes, Chair Norfolk SLCC	Clerks Mentoring Programme
Westcotec	Installing a SAM2 or New Streetlights
Gallagher Insurance	Insurance Questions

15:30 Closing Remarks - Conference concludes

Costs

£20 a head including Lunch

Exhibitors: Westcotec, Scribe, Parish-On-Line, NGF Play, Norfolk County Council, Flourish, The Brecks, BHIB, Blachere Illumination, Playground Supplies, Pear Technology, Gallagher, Nicky Elmer & Proludic Ltd.

Also: Countrystyle Recycling will be in attendance.

For tradestand enquiries please contact Dan, admin@norfolkalc.gov.uk

TO BOOK A PLACE CLICK HERE

Thanks to our Sponsors and Official Partners

Norfolk County Council

Scribe

Parish Online

westcotec

Lunch Menu for Autumn Conference

Jacket Potatoes

With

Options for Toppings

Chilli & Veggie Option

Pulled Pork

Chicken Curry & Veggie Option

Vegan Option

Cheese & Beans

All with a side Salad

Lemon Drizzle Cake

Victoria Sponge

Chocolate Brownie

Chocolate & Orange Cake

Honey Cake

Salted Caramel Muffins

Tea/Coffee, Cakes and Chocolates

***

Hot drinks and Pastries will be available on arrival.

Hot drinks. Water and Bar available throughout the day.

Please advise of any dietary requirements or food allergens in advance.