Agenda Item 2

Declaration of Interests and Dispensations

Meeting Guidance

Non participation in case of disclosable pecuniary interest

Disclosure of Non-Registerable Interests

Dispensations

-
-
-
-

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: clerk@hellesdon-pc.gov.uk

Minutes the Meeting of Hellesdon Parish Council held on Tuesday 14th March 2023 at 7pm at The Council Chambers, Diamond Jubilee Lodge

PRESENT:

Cllr S Gurney (Chair)
Cllr G Britton
Cllr L Douglass
Cllr M Fulcher
Cllr U Franklin
Cllr D Britcher
Cllr G Diffey
Cllr D Fahy
Cllr R Forder
Cllr P Sparkes

In attendance: Mrs F LeBon (Clerk), Mr L Mottley (Reds10 Modular Construction), Mr K Healy (Department of Education), Mr D Thrower (Wensum Trust), Mrs R. Robinson (Firside Junior School) and one member of the public.

WELCOME – Cllr Gurney welcomed all to the meeting

A presentation was given by Mr L Mottley on the proposed replacement of Firside Junior School, enabling councillors to ask questions of representatives of the construction company, the Department of Education, the Wensum Trust and Firside School about the project. A further community engagement event will be held at the school on 15th March.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr K Avenell, Cllr B Johnson, Cllr D King, Cllr R Potter and Cllr R Sear. It was **AGREED** that these apologies should be accepted.

2. Declarations of Interest and Dispensations

Cllr Diffey declared an interest in item 11 as an employee of Norfolk Library Services.

3. Minutes from Full Council meeting held 14th February 2023

The Minutes of the Full Council meeting held on 14th February 2023 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting, after a proposal from Cllr Britton and a second from Cllr Forder.

4. Public Participation

No matters raised.

5. Reports

a) Clerk's Report

This had been previously circulated. The report was **ACCEPTED**. The Clerk is to follow up on the remedial works to the hearing loop in the council chamber.

b) Verbal Report from District and County Councillors

After a query from Cllr Britcher, the Clerk confirmed that posters had been placed in the noticeboards, raising awareness of photo ID being required for the forthcoming elections.

Approved……

Date……

In her role as County Councillor, Cllr Gurney reported that she is working with highways officers to establish the best way to close the Boundary for the next phase of roadworks anticipated in June/July. Seven and twelve week closures were being explored. If permitted, Cllr Gurney will bring the options to the Parish Council for consideration. After a query from Cllr Britcher on the length of the new refuge area and associated hatching to enable a right turn from Drayton High Road to Middletons Lane, Cllr Gurney advised that highways officers are reviewing this area.

c) Verbal Update from Chairman

There were no updates from the Chairman

6. Financial Matters

a) Bank Reconciliation – February 2023

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

This report was **NOTED**.

c) Payments – February 2023

The payments detailed in the written report were **AGREED**.

d) Receipts – February 2023

The receipts detailed in the written report were **AGREED**.

e) Detailed Income and Expenditure 1st April 2022 – 28th February 2023

This written report was **ACCEPTED**.

f) To Agree Amendment to Financial Regulations to Support the Friday Friends Group

It was **AGREED** to add the following to financial regulation 9.5, relating to income being banked intact.

'The exception to banking money intact would be income for the Friday Friends Group. Income from Friday Friends, whilst the group is run as a Parish Council activity, may be used to facilitate future group activities. At the end of each month, a statement of income and expenditure should be passed to the RFO for accounting purposes. Any amount held in excess of the Parish Council's insurance liabilities must be passed to the RFO for banking.'

g) To Consider Correspondence from the Broadland Tree Wardens Network Regarding a Donation

It was **AGREED** after a proposal from Cllr Fulcher and a second from Cllr Franklin that £100 should be donated from the Good Causes for Hellesdon Earmarked Reserve, in support of the Tree Wardens Network.

h) To Consider Correspondence from Hellesdon PCC Regarding a Donation

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Fulcher that £750 should be donated to Hellesdon Parochial Church Council to support churchyard grounds maintenance, as had been budgeted for.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 14th February 2023

The minutes and decisions arising from the Planning Committee meeting held on 14th February 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

8. Events Committee

a) To Note the Decisions made by the Events Committee on 28th February 2023

Cllr Douglass advised that an MC had been booked for the Summer Fayre and plans were progressing well. The minutes and decisions arising from the Events Committee meeting held on 28th February 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

b) To Consider Commemorations for the King's Coronation

Approved……

Date……

DRAFT

Cllr Douglass reported that the Events Committee was conflicted over how the Parish Council should commemorate the King's Coronation. There were perceived difficulties in running an event as all parishes will be competing for stalls and attendees due to the date. And the focus of the Events Committee is building upon the Summer Fayre. It was **AGREED** in principle to source a metal commemorative bench to be installed on the Recreation Ground by the tiny forest, and to also purchase a picture of The King to match the picture of The Late Queen, to be installed in the community centre.

9. Community Centre

a) To Receive Report on Community Centre Refurbishment Project

A written report had been provided for councillors on works outstanding.
Authorisation was given to spend £4,678 after a proposal from Cllr Gurney and a second from Cllr Franklin, for the rewiring of three CCTV cameras which had been cut during the refurbishment works. A provisional sum has been invoiced to the builders for remedial works to the CCTV. This can be added to should any of the CCTV repairs be directly accountable to the building works (such as cut wires). Any faults proven to be as a result of age of the system or wear and tear, would have to be payable by the council. The other cameras will be reviewed whilst the contractor is onsite with a cherry picker.

10. Training

a) To Consider Delegates to Attend the NPTS Spring Seminar

It was **AGREED** that Cllr Gurney, Cllr Fulcher and the Clerk should attend on 21st March at a cost of £67.50 each.

Cllr Diffey Left the Room

11. Library Protection Scheme

a) To Consider Scheme for the Protection of the Library from Vehicle Strike

An updated scheme and heads of terms for the license had been provided by NPlaw.
It was **AGREED** to feed back the following on the scheme:

- That to have the bollards 1.2m away from the library instead of 60cm would create a safe walkway to the library.
- That the bollards being 1m overground would be difficult for drivers to see when reversing, and it would be preferred if they were 1.5m overground.
- The description of the scheme has 7 bollards, but the diagram shows eight. It would be preferred if there are 8 bollards as per the diagram.

Cllr Diffey Re-joined the Meeting
Cllr Franklin and Councillor Fulcher Left the Meeting

12. Consultations

a) To Consider Response to Consultation on a County Deal for Norfolk

It was **AGREED** after a proposal from Cllr Britton and a second from Cllr Britcher that the Parish Council as a corporate body should not submit a response, and that councillors be free to submit responses as individuals.

13. Matters for the Next Agenda

- Outstanding Building Matters
- Coronation Bench
- 2014 Kiss and Drop Report for Kinsale School
- Outstanding Highways Matters for Boundary Road.

Approved……

Date……

14. Time and Venue of Next Council meeting.

Tuesday 11th April 2023 at 7pm in the Council Chamber.

The meeting closed at 9.30pm

DRAFT

Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
11th April 2023

ITEM	COMMENTS
Community Centre	Agenda item for refurbishment. An order has been placed for a survey of all fire doors, with the intention of creating a door replacement plan. All the funding is in place for the community fridge. This will be on the agenda for the next community centre committee to progress the project
Car Park – Community Centre	Agenda item to discuss Library Protection Scheme
Parish Council Offices Diamond Jubilee Lodge	Hearing loop in Chamber intermittent and microphone in reception area requires re-siting. Site visit from contractor has been requested.
Recreation Ground including Children's Play areas	No matters to be report
Skate Park & MUGA	The Smartgate is now operational and the software aspect being connected.
Meadow Way	No matters to report
Mountfield Park	Concerns have been raised by a parishioner about damage to their paving from the roots of trees situated in Mountfield Park. Raised to the Playing Fields, Allotments and Amenities Committee
Cottinghams Park	The ownership signage has been received by the Parish Council. As at the date of report, it just requires installing by the Grounds Team.
Allotments	Agenda item under 'Playing Fields, Allotments and Amenities Committee'
Community Orchard	No matters to report
Community Apiary	Distribution of honey to be discussed by the Playing Fields, Allotments and Amenities Committee
Cemetery Car Park	No matters to report
Persimmons Homes	Broadland Council is awaiting revised layout plans, then will re-consult. Complaints have been received about early morning working on the site. This has been raised as an enforcement matter to Broadland Council. A copy of the Construction Management Plan has been received, but is surprisingly scant in detail considering the size of the site.
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council has agreed to repair the litter bin on Middletons Lane (close to junction with Nursery Close) and 'will subsequently be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received.
Bus Shelters	Funding has been approved under the Parish Partnership Scheme for two new bus shelters. These will be ordered and installed.
Benches	No matters to report

War Memorial	No matters to report
Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. A request has been made to highways for additional pedestrian directional signage on Middletons Lane. There is currently signage to the library, but there is no mention of the community centre and the parish office. This has been agreed by Highways and it is hoped that they will be installed early in the new financial year. A report has been made to NCC about the faded white markings on the junction between the Cromer Road and Fifers Lane. NCC has agreed to address this. The Clerk is working with NCC to help site welfare facilities to aid the process of the resurfacing of the footways in Neylond Crescent. Further requirements are being sought from Tarmac. The works are pencilled in for Q4 of 2023/2024, but it is hoped that the works may be brought forwards. No further information has been received to date. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Contact details have been requested for the Norwich area highways team to address long standing faults on Boundary Road. The wildflower area has been prepared at the entrance to Wood View Road. The Parish Council was contacted in December by Broadland Council with regards to involvement in a Surface Water Strategy, as Hellesdon had been identified as a priority due to the recorded number of internal flooding properties with 27, along with 24 recorded instances of external flooding. The Clerk has chased this as there has been no update since then. A new rota has been set up for the SAM2 signs, which will commence on 6th April
Staffing	Staffing committee has an agenda item
Street Lighting	No matters to report
Events	Agenda item
Meeting Dates	Tuesday 16th May for Full Council (please note this is the 3rd Tuesday of the Month) Staffing Committee 18th April Community Centre Committee to be agreed after liaison with the Facilities Manager PP&R needed to sign off Risk Assessments Annual Parish Meeting – Wednesday 26th April at 7pm
Health and Safety	No matters to report
Other Matters	The office has been busy with a series of Freedom of Information requests. All have been responded to within the statutory time frame.

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 14th March 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton Cllr M. Fulcher
Cllr U. Franklin

Also In Attendance
L. Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr R. Sear, Cllr Johnson.

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

3. **To receive approval of minutes of the committee meeting held on 14th February 2023 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)

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
2023/0401 4 Neylond Crescent, NR6 5QF Roof alterations/enlarged dormer window.	No objection.
2023/0448 240 Reepham Road, NR6 5SW Single storey flat roof rear extension with lantern.	No objection.
2023/0474 96 Links Avenue, NR6 5PG Installation of 11 solar panels to the flat roof at the rear of the property	No objection.

7. Exchange of Information

Approved.....

Date.....

No further information exchanged.

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

Next meeting will be held on Tuesday 28th March 2023 at 6.15pm if there are sufficient applications.

The meeting closed at 6.28 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 the Planning Committee held on Tuesday 28th March 2023 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

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

Also In Attendance
L. Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Johnson.

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

3. **To receive approval of minutes of the committee meeting held on 14th March 2023 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)

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
2023/0570 53 Bernham Road, NR6 5QQ Single storey rear conservatory.	No Objection.
2023/0639 85 Meadow Way, NR6 6XX Front garden room extension - (resubmission of 20220206)	No Objection subject to the Highways Authority raising no issues.
2023/0604 21 Prince Andrews Road, NR6 6XJ Single storey side extension	No Objection.
2023/0608 3 Middletons Lane, NR6 5NF	No objection in principle but question the merit and wisdom of the proposed fire escape window.

Approved.....

Date.....

2nd floor window overlooking side of property to create a fire escape window.	
Cromer Road, NR6 6ND Proposed Radio Base Station Installation.	No objection in principle subject to the Highways Authority being satisfied it does not contribute to any form of highways endangerment.

7. Exchange of Information

No further information exchanged.

8. Date, time and venue of next meeting

Next meeting will be held on Tuesday 11th April 2023 at 6.15pm if there are sufficient applications.

The meeting closed at 7.06 pm.

DRAFT

Approved.....

Date.....

Meeting of Hellesdon Parish Council – 11th April 2023

Agenda Item 8b - To Agree Purchase of Coronation Bench for the Recreation Ground

Further to agreement at the meeting of 14th March, to purchase a Coronation Bench, the following is available from a supplier that the Parish Council has previously purchased from:

This commemorative bench (6ft) currently costs £1400 which is inclusive of delivery.

There is a lead time of 2-3 weeks, the base on which it would be installed on / would need to be 2m x 1m pad.

It comes with a brass plaque which is inscribed with words of our choosing.

The following are options from an alternative reputable supplier:

THE CORONATION OF
KING CHARLES III
6 – 5 – 2023

THE CORONATION OF
KING CHARLES III
6 – 5 – 2023

Price for the Coronation Bench Seat is £1,695+VAT.
Price for a stainless-steel dedication plaque 120x80mm accommodating up to 45 words of engraving is £67 +VAT.
Price for a bolt down kit to secure to a hard standing is £15 +VAT or alternatively price for a set of underground leg extensions for securing into a soft standing is £36 +VAT.

Lead time from point of order to delivery is currently around 10-12 weeks due to demand and the slow supply of materials.

Delivery for 1no seat to NR6 is £105+VAT.

Meeting of Hellesdon Parish Council

11th April 2023

ITEM 9 – COMMUNITY CENTRE

Item 9a) - To Receive Update Report on Community Centre Refurbishment Project and Consider any Resulting Actions

The Parish Council's Project Manager continues to work to conclude the Parish Council's claim for damage to the building. Counter claims have been submitted from the contractor and these are being worked through by the Project Manager. As a result, the final account has yet to be concluded.

In the meantime, the snag lists for both contractors are being worked through. Some snags are being disputed, whilst others are being blamed on the other contractor. It will reach the stage where both contractors may need to be in a room together to establish liability.

The M&E Contractor attended site on 14th March to discuss their snag list with the Project Manager, Clerk and Facilities Manager. All snags were agreed and it is expected that they should be completed prior to any release of retention.

EFire has attended site to resolve the CCTV cameras that have failed. They will be providing the Parish Council with a report as to what they feel caused the individual cameras to fail. If any portion of this is attributable to the building works, this can be invoiced appropriately.

There are issues with the 2 PTZ cameras in that, while they are now operational, they no longer have the turn and zoom functionality they used to have. Quotes are being obtained as to replacement.

A contractor has attended site to quote for a mechanical louvre system. The better option would be an electrical system, as opposed to a system attached to the boiler. However it has been established that there is insufficient electrical load to facilitate an electrical system. A quote has been requested based upon a mechanical system.

There remains a 'live list' of other snags being reviewed regularly by the Project Manager, Facilities Manager and Clerk to ensure that all matters raised are being addressed.

Further information is expected on the changing of the rear door system to include a fob system so that it can be accessed by hirers of the sports pitches on a Sunday, for access to the changing rooms.

Meeting of Hellesdon Parish Council

11th April 2023

ITEM 9 – COMMUNITY CENTRE

Item 9a) - To Receive Report of Pride in Place Grant and Agree Terms and Conditions to Proceed

At the meeting of 14th March, the Parish Council agreed to apply for a Pride in Place grant from Broadland Council for a capital sum of £25,000 as a contribution towards a refurbishment of the toilets in Hellesdon Community Centre.

After discussion with the Pride in Place Team, we were advised to adjust the grant to partially capital and partially revenue. As a result, Hellesdon Parish Council has been awarded £20,500 for capital and £2,500 for revenue (promotion of the improved facilities) – a total of £23,000

Broadland Council would just like confirmation that we wish to accept this grant offer. A copy of the correspondence is appended.

Faye LeBon,
Hellesdon Community Centre,
Wood View Road,
Hellesdon,
NR6 5QB

Broadland District Council
Thorpe Lodge
1 Yarmouth Road
Norwich
NR7 0DU

prideinplace@southnorfolkandbroadland.gov.uk

Our ref: BDPIPCG03

Date 23 March 2023

Dear Hellesdon Parish Council,

UKSPF Pride in Place Community Grant

Thank you for your recent Application ('the Application') to the UK SPF Pride in Place Community Grant Fund. The application was made by *Hellesdon Parish Council* ('the Beneficiary). It was received on the *15 February 2023* and is a grant to support *the refurbishment of existing and expansion of the amount of WC's available at Hellesdon Community Centre* ('the Project').

We are pleased to inform you that in principle, the Application has been successful in achieving grant funding. Due to the large amount of capital funding requests within this round of applications we have had to slightly decrease your capital grant allocation to allow us to support as many impactful projects as possible. Broadland District Council has agreed to make a total award of up to £20,500 capital funding, taking your total allocation to £23,000, to help fund the Project, subject to the conditions set out within this grant funding agreement letter ('the Agreement') and its supporting annexes.

If you wish to receive the funding to support your Project and you are willing to comply with the conditions set out within the Agreement, please sign the Acknowledgement within this document and return the document in its entirety to the email quoted at the top of the page. By signing and returning the Acknowledgement you declare that you understand and will be bound by them.

This Agreement offer will automatically lapse if the Acknowledgement is not signed and returned alongside the specific supporting documents by Friday 21 April 2023.

Yours sincerely,

Amy Williams
Pride in Place Relationship Manager

Acknowledgement of Grant Funding Agreement

Project Reference: *BDPIPCG03*

Project Name: *Hellesdon – Community Centre*

1. I/We acknowledge receipt of the Agreement and confirm that I/we wish to receive funding in the support of the delivery of the Project, which is conditional on the terms as received.

2. I/We have signed this Acknowledgement in confirmation that I/we have read and understood the Agreement.

3. I/We have signed this Acknowledgement of the Agreement in the space indicated below and are herby returning it.

4. I/we confirm that I am/we are authorised to sign this Acknowledgement on behalf of the Beneficiary and to commit the Beneficiary to complying with the Agreement.

SIGNED by, or for and on behalf of Beneficiary:

Signature:

Name:

Position:

Date:

Annex A – Grant Award

Grant Award

A grant of £23,000 is awarded for the project on the terms set out in this agreement.

Grant Schedule

Your agreed UK SPF Pride in Place Community Grant drawdown for the project is scheduled to be as follows:

	2023/2024	2024 - 2025	Total
UK SPF Pride in Place Community Grant	£23,000	X	£23,000

Project Start Date	23 March 2023
Project End Date	31 August 2023

Please note: Your project must commence within six months of grant approval and complete no later than the 31 December 2024.

Agreed Expenditure

The agreed items that can be claimed as UK SPF Pride in Place Community Grant Expenditure are detailed in the table below:

Description of Item	Funding	Total
Refurbishment of existing and expansion of the amount of WC's available at Hellesdon Community Centre, Wood View Road, NR6 5QB.	Capital	£20,500
Communicate and publicise the capital improvement work and actively engage with the community about Hellesdon Community Centre and the opportunities within it.	Revenue	£2,500
Total		**£23,000**

Please note: The UK SPF Pride in Place Community Grant drawdown schedule set out above cannot be altered without the submission and approval within the relevant section in the highlight report.

Please note: Where schemes do not proceed or are at risk of not delivering within agreed time frames, the grant offer will be withdrawn.

Please note: Funds cannot be transferred to another project and should only be spent on expenditure as set out above.

Annex B – Outputs

Agreed outputs

As part of the UK Shared Prosperity Funding, South Norfolk and Broadland District Councils are committed to achieving a range of project outputs and outcomes that positively impact the community. The project team have created specific outcomes for your project that we believe are achievable. However, we also believe that you know your scheme best, we therefore welcome any feedback and consideration from yourselves on your outcomes. If you have any further recommendations, please contact the Pride in Place Relationship Manager.

The following table shows the outputs agreed to be met by the end of the project period.

	Project Outputs:	**Outputs achieved:**
01	***Project:*** Completion of the refurbishment and improvements to the WC's within Hellesdon Community Centre.	31 August 2023 (Highlight Report 2)
02	***Financial:*** Once the Project is complete and all invoices have been paid, the Project Close-Down Report must be completed, and all drawdown finalised	30 November 2023 (Highlight Report 3)
03	**Usage:** In addition to the quarterly Project Highlight Reports evidence of the site usage must be provided to demonstrate the value of the improvements. The amount of people attending the centre, the amount of community groups using the centre, these should both be provided as a monthly figure. Where possible these figures should be in comparison to the previous year. If any further quantitative data is available, please also provide it.	31 May 2023 31 August 2023 30 November 2023 29 February 2024
04	**Feedback:** Collect feedback from the local community and volunteers to demonstrate the impact of the improvements.	30 November 2023 (Highlight Report 3)
05	**Plan:** Provide a proposal setting out how you expect to spend the revenue funding on increasing community engagement related to Hellesdon Community Centre*. A template will be provided in due course.*	31 May 2023 (Highlight Report 1)

06	**Communication:** Provide evidence that the organisation has actively engaged with the community about the Project. This could include leaflets, marketing resources, engagement sessions, event day, fundraising activity. Reference should be made to the amount of people engaged in the activity.	30 November 2023 (Highlight Report 3)

Annex C – Project specific conditions

1. Before the project commences, the Beneficiary will submit images of the existing facility, to show the current condition of the building (in instances where capital grants are being awarded.)

2. Beneficiary shall submit detailed quarterly highlight reports to the Pride in Place email address, quoted at the top of this letter, in line with the schedule set out in Annex D. (This will include submitting images to demonstrate the improvements, where capital grants are being awarded.)

3. The beneficiary shall only submit claims for funding alongside a completed quarterly highlight report or a project close down report.

4. The beneficiary shall only claim for items detailed in the agreed UK SPF Pride in Place Community Grant Expenditure table of Annex A.

5. The beneficiary will formally close the Project once it has completed all delivery, and supply images of the improvements (in instances where capital grants are being awarded.)

6. The Beneficiary should provide an updated risk register (template provided) which considers all factors that could affect the progress of the Project. This is to be submitted by 21 April 2023.

7. The beneficiary must provide evidence of the full quotes received to complete the work. Each quote must include the suppliers' details, dates of when the quotes were received and whether they include VAT and these must be from within the last six months (an entire formal quote.) This information needs to be submitted by the 21 April 2023, to the Pride in Place email address, as quoted at the top of this letter.

8. The beneficiary must provide evidence to show that they can fund the additional £4,500 to meet the total project costs. This may be through other funding sources or through the organisation's reserves, there should also be evidence to show this money is available. This must be submitted by 21 April 2023, to the Pride in Place email address, as quoted at the top of this letter.

9. The beneficiary must provide evidence that planning permission is not required for the works set out in their application, this can be in the form of an email from the Planning Authority confirming that consent is not required. This must be submitted by 21 April 2023, to the Pride in Place email address, as quoted at the top of this letter.

10. To note, once the works have been completed, you may be liable for an inspection by the Building Control team.

11. Funding cannot be claimed until the first highlight report is submitted on 31 May 2023.

12. The beneficiary accepts that any work undertaken prior to providing all additional evidence, as set out within this document, will progress at their own risk. In addition to this Funding may not be drawn down until all required permissions have been agreed and confirmation supplied to the Pride in Place email address, as quoted at the top of this letter.

13. By signing this declaration, you are confirming that your organisation will not exceed their Subsidy Control limit when receiving this grant award. (For further information please visit Subsidy Control Guidance)

Annex D – Project Delivery Documentation

By accepting the UK SPF Pride in Place Community Grant, you are liable to submitting various documents as part of the monitoring and reporting process. All templates will be sent to applicants prior to the first submission, this will include a Project Highlight Report, Funding Drawdown spreadsheet and Risk Register.

Reporting Dates:

	Progress up to:	Report submitted by:
Highlight Report 1	31 May 2023	16 June 2023
Highlight Report 2	31 August 2023	15 September 2023
Highlight Report 3	30 November 2023	15 December 2023
Highlight Report 4	29 February 2024	15 March 2024
Project Close Down Report	When required	

Project Highlight Report

It is the responsibility of the Beneficiary to update the Pride in Place Manager on the progress of the project.

Quarterly Highlight Reports must be submitted by the dates set out above. Within these reports, an update should be provided on the activity carried out within the previous 3 months, progression against project milestones, current expenditure, an update on the programmes schedule and any risks that have arisen/ need to be mitigated. Photographs will also be required at each quarter to demonstrate the progress of the Project (in instances where capital grants are being awarded.)

All highlight reports will be reviewed internally, with any concerns raised with the Project Board. Repeated or frequent non-submissions will result in claims being paused or delayed, until a formal update meeting has been held with the applicant. Where projects miss three deadlines in a row, all remaining project funding allocated will be removed.

Any alterations to the original scheme need to be submitted throughout the relevant section on the Project Highlight Report, this includes any changes to the programmes schedule.

Please note, condensed highlight reports will be required after the project has completed, in order to collect data for the milestones. These will be required for one year after the project commences.

Claim Submission

Claims must be made through the Project Highlight Report, using the 'Funding Drawdown' document. Claims must include an overview of all expenditure made throughout the period. The total expenditure must be clearly stated on the document as well as how much you are requesting to reclaim. Claims must only include items which have been agreed in Annex A.

In addition to submitting the 'Funding Drawdown' document the team will require a copy of invoices, proof of payment and any images which support the project. These should be named as the line they represent on the 'Funding Drawdown' document.

Please note: Claims must only be submitted when submitting Project Highlight Reports or a Project Close down report.

Please note: Funding will be paid directly into the bank account of the Beneficiary via BACS transfer from South Norfolk Council.

Please note: Where applicants have stated within their application form, that they are registered for Value Added Tax, they will not be able to claim this money back through this scheme.

Project Close-Down Report

It is the responsibility of the Beneficiary to inform the Pride in Place Manager when the project has completed its delivery and has claimed all of its UK SPF Pride in Place Community Grant. This should be done by requesting and completing the Project Close-Down Report.

Annex E – Project Communication

The UK SPF Pride in Place Community Grant is funded by the UK Government through the UK Shared Prosperity Funding (UKSPF) programme that has been rolled out across the United Kingdom to help support the Levelling Up agenda.

Applicants awarded a grant will be expected to acknowledge the support and involvement of the UKSPF in any communications regarding their projects, as well as on all relevant marketing or promotional materials. This includes use of the Levelling Up logo.

Where details of the project are published on a website, please reference the funding stream utilised by including: [This project is [funded/part-funded] by the UK government through the UK Shared Prosperity Fund.]

For further information on UKSPF Branding and Publicity please click here.

If you require any specific information on branding and publicity, please get in contact with the Pride in Place Relationship Manager who will provide further information.

Meeting of Hellesdon Parish Council – 11th April 2023

Agenda Item 10b - To Agree Formal Order of new Wessex Tri-Deck Mower, as Agreed in 2023/2024 Budget

In the Playing Fields, Allotments and Amenities Committee Budget Meeting of November 2022, the Facilities Manager put forward a case for a replacement gang mower. The council's current model is of such an age that repairs are required more frequently and are becoming costly. The machine is heavily used and for this machine to be out of action in the growing season would be of detriment to the parish.

Three quotes were obtained from different suppliers (Ben Burgess, RJW Machinery and Ernest Doe). Other options were also considered in the form of trade in for the current machinery, and financing and lease options.

The Playing Fields committee accepted the recommendation to purchase a Wessex Tri Deck Mower, and this recommendation was subsequently agreed by PP&R and finally full council at its budget meeting in January 2023.

This agenda item is to formally place the order for the new gang mower. With the trade in for the current machinery, the price to pay is £21,995 from the contractor which offered the best value, Ernest Doe.

As agreed in the budget meetings, this would be financed by:

£8,294	Precepted money
£5,701	Currently in EMR for machinery
£6,000	To be moved returned from General Reserved to this EMR
£2,000	From servicing and repairs budget
£21,995	

Meeting of Hellesdon Parish Council

11th April 2023

ITEM 11 – BUS SERVICE IMPROVEMENT PLAN

Item a) - To Consider Proposal from Norfolk County Council for a Gold Standard Bus Shelter on Cromer Road

Norfolk County Council has approached Hellesdon Parish Council to consider a partnership to improve the bus shelter on Cromer Road outside the Tesco Express. They have received government funding to improve bus services in Norfolk and part of this funding would be to improve strategically located bus shelters. The objective of this project is to encourage more sustainable transport in Norfolk.

A Gold Standard Bus Shelter would meet the following specifications:

- Covered waiting area e.g. bus shelter
- Equalities Act 2010 compliant boarding point
- Safe crossing and disabled access including drop-kerbs
- Improved public realm including additional seating and lighting
- Cycle parking provision
- Bus stop flag
- RTPI stop-specific departure display with audio announcements/disruption messaging
- Printed stop-specific timetable
- QR code linking to mobile bus departure board

Appended is more detail of the scheme, but to summarise:

- Norfolk County Council would provide funding for a scheme similar to the one detailed
- Hellesdon Parish Council would adopt all parts of the scheme and would be responsible for all future maintenance, with exception of the digital display board which would be maintained by Norfolk County Council.
- The Parish Council already maintains a bus shelter in the location.
- Procurement would with be via the Parish Council and associated financial regulations via a grant from NCC. Or via the NCC Framework and the items transferred to Hellesdon Parish Council. This choice is Hellesdon Parish Council's.
- If the current bus shelter is in reasonable condition, it can be recycled and installed in another parish location.
- Some initial thoughts have been fed back to NCC. One is the provision of a litter bin, which NCC has agreed can form part of the project. The second is the provision of a push button pedestrian crossing at the existing lights, as the majority of residents that this bus shelter serves reside to the west of Cromer Road. NCC has advised that the will approach the Council's Traffic Signal's team and request that they investigate the feasibility of a pedestrian push button crossing. They will feed back their response back to the Parish Council once this has been done. If they agree this is feasible, NCC can look at incorporating this into the project.
- The Parish Council would promote the new facilities locally to encourage use.

Gold standard bus stop – Hellesdon, Cromer Road Tesco Express

Gold bus stop – The specification

Better bus stop standards

DFT Priority: A single local bus network with clear information

We propose a series of actions to improve the quality and consistency of bus stops in Norfolk, ensuring that a decent standard of service is given to more passengers waiting for, boarding and alighting their buses. This is the first stage of a more ambitious bus stop and bus interchange programme that the County will pursue in a future update of this BSIP.

The Council has developed categories for bus stops and interchanges across the county with what should be expected at each stop in each category. This will form the foundation of improvements to bus stops and interchanges in this programme, and further improvements that may be delivered within the lifetime of a future BSIP.

The categories are set out below:

BRONZE	SILVER	GOLD	PLATINUM
• Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Bus stop flag • QR code linking to mobile bus departure board	• Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Bus stop flag • Printed stop-specific timetable • QR code linking to mobile bus departure board	• Covered waiting area e.g. bus shelter • Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Improved public realm including additional seating provision and lighting • Cycle parking provision • Bus stop flag • RTPI stop-specific departure display with audio announcements/disruption messaging • Printed stop-specific timetable • QR code linking to mobile bus departure board	• Covered waiting area e.g. bus shelter • Equalities Act 2010 compliant boarding point • Safe crossing and disabled access including drop-kerbs • Improved public realm including additional seating provision and lighting • Cycle parking provision • CCTV • Bus stop flag • Real-Time Passenger Information (RTPI) departure summary display • RTPI stop-specific departure display with audio announcements/disruption messaging • Printed destination finder/ route finder • Printed stop-specific timetable • Multi-modal travel information • QR code linking to mobile bus departure board

Project objectives

- Raising the profile of bus travel at a strategically important interchange.
- High-quality waiting facilities and information for bus passengers.
- Supporting a network of multi-modal travel options *e.g. last mile connectivity.*
- Future-proofing locations for new types of infrastructure *e.g. EV charging, bike share.*
- Establishing partnership working between local and county councils to deliver community-based schemes.

Draft proposal- bus stop layout

Commitments

NORFOLK COUNTY COUNCIL

- Fully-funded scheme to point of delivery.
- Promotion of Travel Norfolk brand to encourage residents/visitors to travel sustainably.
- Ongoing commitment to providing quality, real-time bus information.
- Future consideration to further upgrade facilities to improve sustainable travel.

TOWN COUNCIL

- Adoption of travel-related infrastructure including bus shelter, public benches and cycle stands.
- Local consultation and promotion in conjunction with NCC.

Delivery steps – approx. 10-12 weeks

1. Stakeholder engagement
2. Agree the brief – shelter, bench specifications
3. Procurement – 3 quote process to the open market or NCC framework contract.
4. Orders placed.
5. Manufacturer/build of infrastructure.
6. Installation of infrastructure including Real-Time Information display.
7. Completion.

Meeting of Hellesdon Parish Council

11th April 2023

ITEM 12 – COMMUNITY FOOD HUB

Item a) - To Receive Report on Community Food Hub Proposal and Advise of Forthcoming Meeting

The Parish Council has had an approach from Broadland Council and the Norfolk Community Foundation in relation to Hellesdon being identified as an area which could benefit from a Food Hub (often known as a Social Supermarket) to support those in Hellesdon who are being adversely affected by the Cost of Living Crisis.

This project is in its infancy and requires a local group run the facility. It was stressed that it was very rare for a Parish Council to run such as service, but Parish Council's are useful in leadership roles in the local area to help set up the project.

The Norfolk Community Foundation has created the appended letter which has been sent to local groups who may be interested in running this facility. Meeting dates are being arranged for either 25th or 27th April (depending on preference of attendees). Councillors are also welcome to attend on the set date.

Norfolk Community Foundation
St James Mill, Whitefriars
Norwich NR3 1TN
T: 01603 623958
E: shinebrighter@norfolkfoundation.com
www.norfolkfoundation.com

Together, Norfolk shines brighter

31st March 2023

Dear Sir/Madam

RE. Potential Hellesdon Community Food Hub

Norfolk Community Foundation is supporting the Voluntary Community and Social Enterprise (VCSE) sector across Norfolk to establish affordable community food hubs in response to the growing challenges faced by many households as a result of the cost-of-living crisis. Each food hub is embedded within its local community and delivered by VCSE organisation already working there. The aim of food hubs is to work alongside other existing community projects, such as food banks and community fridges, with a focus on prevention of crisis and/or providing a pathway out of crisis. In addition, food hubs aim to work with a number of organisations and services (both within the VCSE and statutory sectors) to provide support to help individuals and households overcome underlying challenges and barriers. For further information on Nourishing Norfolk, please see the NCF website here.

Norfolk Community Foundation is working in partnership with South Norfolk and Broadland Council to identify where there might be a need for such projects across the district. As such, we would very much value your input and perspectives as part of a discussion amongst organisations involved in community food projects within Hellesdon.

Hellesdon Parish Council has kindly agreed to help facilitate and host a community meeting to discuss this potential project further and provide you with an opportunity to share your perspective. The two proposed dates for this meeting are:

- Tuesday 25th April at 1pm
- Thursday 27th April at 1.30pm

The meeting will be held at Diamond Jubilee Lodge, Wood View Road, NR6 5QB.

Please could you respond to the Parish Clerk, Faye LeBon (01603 301751 or clerk@hellesdon-pc.gov.uk) if you would be interested in attending and your availability for the two proposed dates for the meeting.

We look forward to hearing from you.

Yours Faithfully,

Graeme Tolley

Graeme Tolley
Community Development Manager
Norfolk Community Foundation

Meeting of Hellesdon Parish Council

11th April 2023

Item 13 - To Consider Responses from NPS Relating to the Library Bollard Scheme and Consider Heads of Terms for License

Further to queries raised at the meeting on 14th March, NPS has responded as follows:

Parish Council Comment 1: That to have the bollards 1.2m away from the library instead of 60cm would create a safe walkway to the library.

NPS Response 1: The installation of the bollards will not be compromising any safe access to or egress from the library. To have the bollards any further away from the library than 0.6m would encroach on the parking spaces themselves causing any parked cars to stick out and create a potential blind spot to those entering the car park. Full consideration has been given to the Public Sector Equality Duty

Parish Council Comment 2: That the bollards being 1m overground would be difficult for drivers to see when drivers are reversing, and it would be preferred if they were 1.5m overground.

NPS Response 2: The bollards are a standard height of 1.5m and they are required to be set in the ground to a maximum height of 1.2m above ground and they do not go any taller.

Parish Council Comment 3: The description of the scheme has 7 bollards, but the diagram with yellow bollards shows eight. It would be preferred if there are 8 bollards as per the diagram.

NPS Response 3: NCC are happy to install the eight bollards per the proposal

Full details of the responses were circulated to councillors by email on 30th March.

The updated Heads of Terms are appended.

WITHOUT PREJUDICE AND SUBJECT TO CONTRACT

HEADS OF TERMS

Deed of Easement

1. Property:		
1.1.	**Address:**	Car Park at Hellesdon Library
1.2.	**Rights Granted:**	NCC to install 8 stainless steel bollards in location per specifications provided and plan to be drafted.
1.3.	**Covenants:**	NCC covenants to maintain, repair and replace the bollards as required.
2. Parties:		
2.1.	**Landlord of Dominant Land:**	Hellesdon Parish Council
2.2.	**Solicitor:**	TBA
2.3.	**Agent:**	TBA
2.4.	**Landlord of Servient Land:**	Norfolk County Council
2.5.	**Solicitor:**	Nplaw
2.6.	**Agent:**	NPS Property Consultants Limited
3. Consideration:		
3.1.	**Consideration:**	Nil
4. Costs:		
4.1.	**Of Easement:**	NCC
4.2.	**Of Consents/Notices:**	NCC
5. Insurance:		
5.1.	NCC maintains Public Liability insurance to £10M	

I hereby indicate my agreement to the proposed heads of terms for the new deed of easement as set out above.	
Signed:	……
Name:	……
Position:	……
Date:	……

Meeting of Hellesdon Parish Council

11th April 2023

Item 14 - To Receive Feedback on NPTS Training Seminar

The Norfolk Parish Training & Support Team ran a seminar on 21st March and was attended by Cllrs Gurney and Fulcher, and the Clerk. At the seminar the following was covered:

The Annual Meeting of the Parish Council 2023

The Annual Meeting is always a different meeting for the following reasons:

1) The statutory first item must be the election of the Parish Council chairman. This must be chaired by the outgoing Chair. The incoming Chair must sign the declaration of acceptance of this position.
2) Often all the 'housekeeping' is done at this meeting eg: reviewing Standing Orders, appointing committees etc.

The Annual Meeting in an election year is different still. Statutorily, the Annual meeting must be held in May, but in an election year, it must take place on the 4th day after an election, or within 14 days thereafter. Hellesdon Parish Council has moved its Annual Meeting to 16th May, as there are not three clear days to issue an agenda should the meeting be held on 9th May (it would have to be issued on Wednesday 3rd May and this gives insufficient time should there be any incoming new councillors).

In addition to this, at this meeting the Parish Council resolves that it is qualified to use the General Power of Competence. Qualification to use the General Power of Competence is:

- At least 2/3 of councillors directly elected to the council
- A qualified clerk

The General Power of Competence was created under the Localism Act 2011, and gives Parish Councils the power to do anything that an individual is able to do, unless restricted by any other form of Local Government Legislation.

All councillors must also sign their Declaration of Acceptance of Office. No person may act in a capacity of councillor prior to signing this. These forms will be available in the council chamber to be signed prior to the meeting (or from the parish office beforehand).

The Norfolk Records Office

A presentation was given from the Norfolk Records of the importance of depositing historical documents with them.

Records include:

Inherited Records:

• Parliamentary Enclosure awards and maps

• The Overseers of the Poor rate books, accounts and settlement papers

• The surveyor of the highways rates and accounts

• Charities founder's wills, deeds and accounts

Parish Council's Own Records:

• Parish council and committee minute books

• Books of declarations on acceptance of office

• Title deeds and leases

• Agreements and contracts

• Receipt and payment account books

• Annual financial statements

• Allotments (registers and plans)

• Burial grounds registers

• Footpaths (survey of footpaths in parish, closure orders)

• Commons (Commons Commissioner's decisions)

• War memorial (subscription lists, plans)

• Correspondence with rural district councils, county council, etc

• Insurance of parish council properties

• Photographs and programmes of events organised by the parish council

• Parish guides, parish histories issued by the parish council

• Surveys of parish facilities

The NRO has a catalogue at: https://www.archives.norfolk.gov.uk/

Public Rights of Way

We discussed the different types footpath including:

Public Footpaths

Permissive Pathways

Restricted Byways

Public Bridleways

We discussed the Definitive Map and associated Definitive Statements being conclusive proof of a public right of way.

The legal register of public rights of way is the Definitive Map and Statement, which is held by Norfolk County Council. It can be viewed at County Hall, Martineau Lane, Norwich, NR1 2SG. For further information or to make an appointment email legalordersandregisters@norfolk.gov.uk.

Problems with public rights of way can be raised via https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem

We discussed Powers for Parish Councils, specifically:

- The Parish Council….may undertake the maintenance of any footpath, bridleway or restricted byway within the parish which is a highway maintainable at public expense. (HA80 S43)
- The Highway Authority and a District Council may undertake to defray the whole or part of any expenditure incurred by the Parish Council. (HA80 S43.2)
- The Parish Council may enter into an agreement to widen an existing highway in the council's area. (HA80 S72)

Public rights of way can also be added, deleted and diverted if required.

Declaring a Climate Emergency – by Aylsham Town Council

Aylsham Climate Emergency can be found at https://ace-aylsham.org/

After declaring a Climate Emergency, Aylsham TC:

- Agreed terms of reference.
- Agreed that a working group be formed to take discussion out of the council and engage with more residents.
- Agreed to 9 suggestions.
    - Produce a climate change strategy that commits to making climate change a priority.
    - Have a dedicated web page to communicate and inform residents of plans and how they can get involved.
    - Have agreed to switch to use green energy, as contracts allow.
    - Will review all its own emissions, single use plastics and waste.
    - It will set a benchmark and audit this each year.
    - Will work towards the eradication of single use plastics in the town.
    - Support and encourage the planting of trees and wildflowers.
    - Work with local businesses particularly 'take away' providers, to see how they can help reduce the use of single use plastics.
    - Review the provision of cycle racks in prominent and safe areas in our town and encourage cycling.
    - Work with local schools to reduce the use of cars taking children to school.

6 Sub Groups were formed:

- Waste and Recycling
    - Mens Shed
    - Recycling Maps for the town and beyond
- Nature and Biodiversity
    - Green Corridors
    - Garden Surveys
- Energy
    - Purchase of a Thermal Imaging Camera
    - Information Resources on Grants
- Plastics
    - Part of Rotary
    - Working with schools and Uniform Groups
- Transport
    - To cut congestion and improve air quality
    - To lobby for investment into cycling, walking and public transport
    - A greener traffic system
- Contact and Connect
    - Publicity
    - Social Media
    - Green Day

Perhaps something for the new council to consider?

The Importance of Communication and Appraisal

Jayne Rodger – Active HR

We discussed types of Performance Management:

a) Appraisal or Performance Review

b) 360 degree feedback

c) Performance related pay

d) Learning and development

e) Coaching

f) Competencies assessed

g) Individual development plans

We discussed appraisals being a positive process, focussing on Goals, Development and Recognition.

Attendees then split into groups for breakout sessions. Hellesdon attendees primarily focussed on Planning and Neighbourhood Plans.