

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 13th June 2023 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr D Britcher
Cllr G Diffey
Cllr S Gurney
Cllr R Sear
Cllr P Sparkes

Cllr N Barker
Cllr G Britton
Cllr R Forder
Cllr D Maidstone
Cllr S Smith

In attendance: Cllr S. Jones (Broadland Council), Mrs F LeBon (Clerk) and one member of the public.

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all to the meeting. The rules relating to the recording of meetings were read.

1. Apologies and Acceptance for Absence

Apologies for absence were accepted from Cllr Douglass, Cllr Duckett, Cllr Fahy, Cllr Holland and Cllr Lock.

2. Declarations of Interest and Dispensations

There were no declaration of interest, or requests for dispensations made.

3. Minutes from Full Council meeting held 16th May 2023

The Minutes of the Full Council meeting held on 16th May 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 Sear.

4. Public Participation

A member of the public raised concerns about deer in the allotment site. It was confirmed that the landowner had been made aware, and the response from the landowner read to the member of the public.

Discussions occurred as to this area of Hellesdon, along with Cottinghams Park, being a natural habitat for deer. They also frequent the school fields and the gardens of local residents. Risks to members of the public were discussed and deemed negligible. There are rules in place for the supervision of children and for dogs to be on leads on the allotment site, therefore it is unlikely that the deer will be startled and, if so, will run in the opposite direction of a perceived threat. There was no need identified to change the allotment rules.

5. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The following matters were added:

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 13th June 2023

- That Norfolk County Council had reviewed the condition of the existing bus shelter on Cromer Road near Tesco, and it was not deemed as economically viable to recycle this when the new shelter arrives. The indicative installation of the new shelter is mid September.
- That the Highways Street Scene Officer is due to visit Hellesdon from 3rd July. They have been asked to review all alleyways as multiple complaints are being received from parishioners about overgrown vegetation, but if councillors have any further matters to be raised they are to let the Clerk know.
- Councillor training has been confirmed for 4th July at Diamond Jubilee Lodge. The Clerk will send out an email with details.

The report was **ACCEPTED**.

b) To Receive Written Reports from District and County Councillors

District Councillor reports had been circulated from District Cllrs Douglass, Johnson and Jones detailing training attended, committees appointed to, upcoming meetings and future projects. Cllr Gurney, in her position as County Councillor, confirmed that the date the Boundary would be closed, at the Boundary Road / Cromer Road junction, would be the 10th July for a period of seven weeks.

c) Verbal Update from Chairman

Cllr Johnson reported that he had been interviewed by That's TV about the installation of the Coronation Bench.

6. Financial Matters

a) Bank Reconciliation – May 2023

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

b) Earmarked reserves summary

This report was **NOTED**.

c) Payments – May 2023

The payments detailed in the written report were **AGREED**. The Clerk is to find out the detail of which building the TV license relates to. The cost of the Tug of War rope was queried. It was clarified that the Tug of War was very popular at the Summer Fayre last year, therefore a quality rope was purchased which could be utilised for many years.

d) Receipts – May 2023

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

e) Detailed Income and Expenditure 1st April 2023 – 31st May 2023

This report was **NOTED**.

f) To Receive Internal Auditor's Report

The report from Larking Gowen was **NOTED**. There were no matters of concern arising.

g) To Approve the Annual Governance Statement 2022/2023

It was **AGREED** after a proposal from Cllr Sear and a second from Cllr Barker that all items 1-8 be agreed as 'yes', with section 9 being not applicable as the council does not act as a Trustee.

h) To Consider and Approve the Annual Accounting Statement 2022/2023

The Annual Accounting Statement was **AGREED** after a proposal from Cllr Britton and a second from Cllr Maidstone.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 23rd May 2023

The minutes and decisions arising from the Planning Committee meeting held on 23rd May 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 23rd May and 6th June 2023

Approved.....

Date.....

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Cllr Johnson reported that these meetings were prioritising the Summer Fayre. It was **AGREED** to note the minutes and the decisions made.

9. Community Centre Committee

a) To Note the Decisions made by the Community Centre Committee on 8th June 2023

The minutes, decisions and a formal report arising from the Community Centre Committee meeting held on 8th June 2023 had been circulated. It was **AGREED** to note the minutes and the decisions made.

One matter required full council agreement due to the amount, and this was the appointment of DJ Designs to project manage the WC improvement project. This was **AGREED** after a proposal from Cllr Sear and a second from Cllr Britton.

10. Training

a) To Consider Attendees for the Norfolk SLCC Annual Conference on Friday 7th July

It was **AGREED** that Cllr Johnson, Cllr Gurney, Cllr Forder, Cllr Maidstone and the Clerk will attend.

11. Consultations

a) To Consider Invitation to Respond to the Greater Norwich Green Spaces Survey

Although the Parish Council had been invited to respond to this survey, it was **NOTED** that the questions were based around an individual response rather than that of a corporate body. It was **AGREED** that the Clerk will send the survey to councillors to comment on an individual basis.

12. To Receive Proposal that the Council Chamber and associated facilities at the Diamond Jubilee Lodge are made available free of charge to all those members elected to the Council, and their respective political groups to conduct group meetings which will be convened to discuss matters relating to the running of the council.

This proposal was made by Cllr Gurney and seconded by Cllr Johnson.

The Clerk quoted from a 2007 report into the running of the Parish Council, which noted that 'Councillors seem more intent on scoring points from each other or for their faction rather than working together for the whole community' and that the 'inappropriate aping of principal authority practices should be avoided'.

Cllr Gurney quoted the legislation allowing this practice, and clarified that this would only be used for the furtherance of council business and not for political or campaigning purposes.

Cllr Britcher queried whether this should be a cost to the taxpayer. He proposed an amendment to delete 'free of charge' and replace with 'at an hourly rate to cover utilities and a flat fee for use of the kitchen'. This was seconded by Cllr Diffey and **CARRIED**.

A vote was taken on the main resolution, as amended, and was **CARRIED**.

The Clerk is to calculate a fair and appropriate rate, and let councillors know when the room will be available for booking.

13. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the item 14 view of the confidential nature of the business to be transacted. This was AGREED.

The Meeting was Closed to the Press and Public

14. Community Centre Outstanding Matters

a) To Receive Recommendation from the Community Centre Committee on Matters Outstanding from the Community Centre Refurbishment

A written report had been circulated to councillors and a verbal update was provided by the Clerk. The Parish Council **AGREED** with the recommendations of the Community Centre Committee.

Approved.....

Date.....

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The Meeting was Re-Opened to the Press and Public

15. Matters for the Next Agenda

Update on Community Centre Outstanding Matters

Feedback on Boundary Road Closure

Update from Norfolk County Council Cabinet Meeting Relating to Meadow Way

26. Time and Venue of Next Council meeting.

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

The meeting closed at 8.32pm

DRAFT

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 13th June 2023

**CLERK'S REPORT FOR COUNCIL MEETING
11th July 2023**

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	<p>Agenda items.</p> <p>AV installation to ML room completed. Close to completion on the SW room.</p> <p>Smart meter to be installed on 5th July to enable export tariff from solar panels to be set up.</p> <p>Evidence identified of a attempted jemmy of the window to the SW room. This has been reported to the police.</p>
Car Park – Community Centre	<p>NPlaw was appointed by the Parish Council on 19th May to act on its behalf as part of the Library Protection Scheme. They have been chased as to progress. On 28th June NPlaw advised that they are still waiting confirmation from NCC as to their confirmation that they are happy for NPlaw to act for both parties.</p>
Parish Council Offices Diamond Jubilee Lodge	<p>Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational.</p> <p>Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested.</p> <p>Quotes for fire door closures will be presented to PP&R</p>
Recreation Ground including Children's Play areas	<p>The new dog control signage has been received and will be installed when resources permit.</p> <p>The annual RoSPA reports have been received and are in the process of being reviewed.</p>
Skate Park & MUGA	<p>The annual RoSPA report for the skatepark has been received and is in the process of being reviewed. Minor repairs will be required to the concrete.</p>
Meadow Way	<p>Land registry deeds have been requested to ensure that the Parish Council has these on file.</p> <p>The annual RoSPA report for the Meadow Way play area has been received and is in the process of being reviewed.</p>
Mountfield Park	<p>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. Quotes now being sought for removal with options of retaining as much as possible for habitat purposes and will be reviewed by the Playing Fields, Allotments and Amenities committee.</p>
Cottinghams Park	<p>A parishioner has requested seating in this public area. This will be reviewed by the Playing Fields, Allotments and Amenities committee</p>
Allotments	<p>Broadland Planning has advised that permission will need to be sought from the Secretary of State to progress the car parking area project. Clarification has been requested about whether Part 12A The Town and Country Planning (General Permitted Development) Order 1995 has been taken into account (6th June 2023). Also s26 of the Small Holdings and Allotments Act 1908 which gives circumstances where improvements and adaptations can be made to allotment sites (21st June 2023). This is being discussed by the Playing Fields, Allotments and Amenities Committee.</p> <p>The lock on the main allotment gate has finally failed. A combination lock has been installed and it is being received favourably.</p>

Community Orchard	No matters to report
Community Apiary	£79.40 has been received in donations from the production of honey, with 1 jar remaining
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership.
Persimmons Homes	<p>Broadland Council is awaiting revised layout plans, then will re-consult.</p> <p>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.</p> <p>The query about the open space provision as part of the s106 agreement on phases 1 and 2 of the Persimmon development was raised to the planning officer on 20th April. This has since been chased, but to date no response has been received.</p>
Public Toilets	No matters to report.
Litter & Dog Waste Bins	<p>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.</p> <p>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.</p>
Bus Shelters	<p>The new bus shelters on Drayton High Road have been installed.</p> <p>The new bus shelter on Cromer Road as part of NCC's Gold Standard shelters fund is planned to be installed mid September.</p>
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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 Reephams Road / Drayton Wood Road Roundabout (inbound).</p> <p>Highways has advised that they will address to two blocked drains on Boundary Road, between City View Road and Asda, within 6 weeks.</p>

	<p>The wildflower area at the entrance to Wood View Road is growing and has been well received.</p> <p>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 (15th December 2022). The Clerk has chased this as there has been no update since then.</p> <p>Saffron Housing has been emailed over surface water flooding on Angus McKay Court. A response was received on 12th May advising that they would confirm whether it was Saffron's responsibility or not. This has been chased.</p> <p>Multiple complaints have been received about the conditions of the public footpaths in Hellesdon:</p> <p>FP2 – Mountfield Ave to Hercules Road</p> <p>FP1 – Links Ave to Berkley Close</p> <p>FP4 – Woodland Road to Yelverton Road</p> <p>FP5 - Drayton Wood Road to Woodland Close</p> <p>FP6 – Heath Close to Fifers Lane</p> <p>These have been reported to highways on numerous occasions and has been raised as a Rangers request to the Street Scene inspector.</p> <p>There was an error in the plans received from Norfolk County Council about the verge cutting delegated agreement area, meaning that areas along the Reephams Road were missed. Our contractor has been given the correct information, and we are awaiting corrected plans from Norfolk County Council.</p>
Staffing	<p>New Cook Manager started on 5th June</p> <p>Staffing committee meeting to be arranged</p>
Street Lighting	No matters to report
Events	Agenda item
Meeting Dates	<p>Tuesday 8th August for Full Council (if required)</p> <p>27th July – PP&R</p> <p>Staffing Committee to be arranged.</p>
Health and Safety	No matters to report
Other Matters	<p>For those not able to attend the councillor training on 4th July, other dates have been released for the training to be via zoom. These are over 2 sessions and are:</p> <p>Tue, 8 Aug '23 9:30am – 12pm</p> <p>Tue, 22 Aug '23 9:30am – 12pm</p> <p>Thu, 14 Sep '23 6:30pm – 9pm</p>

	<p>Thu, 21 Sep '23 6:30pm – 9pm</p> <p>Fri, 6 Oct '23 12:30pm – 3pm</p> <p>Fri, 13 Oct '23 12:30pm – 3pm</p> <p>Wed, 8 Nov '23 9:30am – 12pm</p> <p>Wed, 15 Nov '23 9:30am – 12pm</p> <p>Cost of the course to the council is £30 per delegate.</p>
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District and County Councillor's Reports – 11th July 2023

District Council – Hellesdon South East

Meeting has been arranged with The Whiffler in mid July regarding the parking and associated highways issues.

Full District Council meeting on 27th July will have a vote on increasing the ward members grants per councillor to £1000.00, up from £500.00

We have received expressions of interest from charity groups within the ward and will be working through these in due course once the value of the annual grant is confirmed.

District Council – Hellesdon North West

Bill has attended two training courses at Broadland Council and has substituted for another councillor the Overview and Scrutiny committee.

Escalated dip on Wood View Road caused by Anglian Water to the Clerk and it has been subsequently repaired.

County Council – Shelagh Gurney

The legal agreement documents for the safety bollards outside the Hellesdon Branch Library is due to be sent to the Clerk for agreement.

The refurbishment of the Boundary and Cromer Road/Aysham Road traffic lights starts on the 10th July for ten weeks. Bus routes to be advised.

At the Cabinet meeting on the 3rd July it was agreed to further the process for selling off NCC owned surplus land. This includes two small strips on land on Meadow Way, one of which services the access of HPC plant to maintain the MW play area [*agenda item for information – further implications to be discussed at PP&R committee*].

Chairman – Bill Johnson

Along with other Councillors, Clerk and Chloe Smith along with members of Lawn Tennis England I attended the open day of the Hellesdon Parish Council tennis courts with the new gate opening system.

I appeared on Now TV reporting on the Coronation Bench, I've enjoyed the last month.

Further more Hellesdon Bowls club have become winners of the Norwich Pensioners Bowls league

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 30 June 2023

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2023	Active Saver 4401	504,946.10
30/06/2023	Business Current Account 2077	500.00
30/06/2023	Petty Cash	27.18
30/06/2023	Active Saver 7702	339,077.36
30/06/2023	Active Saver 4503	81,698.53
23/05/2023	Number 2 account 0958	0.00
30/06/2023	Cafe float	100.00
		926,349.17
<u>Other Cash & Bank Balances</u>		
		20.00
		926,369.17
<u>Unpresented Payments</u>		
		599.44
		925,769.73
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		925,769.73
<u>All Cash & Bank Accounts</u>		
1	Current Bank Account	504,846.66
2	Petty Cash	27.18
3	Active Saver 7702	339,077.36
4	Active Saver Emergency 4503	81,698.53
5	Number 2 account	0.00
6	Cafe float	100.00
Other Cash & Bank Balances		20.00
Total Cash & Bank Balances		925,769.73

Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Play Equipment	8,787.01	3,403.09	12,190.10
321	EMR Site Fencing	257.40		257.40
322	EMR Machinery	5,701.00	-5,701.00	0.00
323	EMR Hard Surface Area	5,000.00	11,500.00	16,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	3,396.00	1,350.00	4,746.00
326	EMR Elections	7,403.70	4,500.00	11,903.70
327	EMR War Memorial	4,380.00		4,380.00
328	EMR Burial Ground Land	0.00	10,000.00	10,000.00
329	EMR Com Centre Contingency	15,739.68		15,739.68
330	EMR Parish Poll Provision	6,000.00		6,000.00
331	EMR Mountfield Park	15,462.99	20,000.00	35,462.99
332	EMR Good Causes in Hellesdon	4,170.00	-59.94	4,110.06
333	EMR Interest on Prev 9m Depos	0.00		0.00
334	EMR HEL2**	53,127.24		53,127.24
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	2,008.00	-380.00	1,628.00
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	30,752.17	29,000.00	59,752.17
348	EMR Community Engagement Reser	2,350.00		2,350.00
349	EMR IT Reserve	7,241.59	2,000.00	9,241.59
350	EMR Community Apiary & allotme	2.46		2.46
351	EMR Events	2,054.80		2,054.80
352	EMR HCC extension	42,171.00		42,171.00
360	EMR CIL 22/23	0.00		0.00
361	EMR CIL 23/24	0.00	62,242.78	62,242.78
362	EMR Comm fridge/cafe improves	0.00	1,707.53	1,707.53
		248,761.66	139,562.46	388,324.12

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/06/2023	Broadland District Council	£155.00	bus rates stores
01/06/2023	Broadland District Council	£1,205.00	bus rates HCC
01/06/2023	Broadland District Council	£330.00	bus rates tractor shed
01/06/2023	Vodafone Ltd	£87.28	mobile 16 Apr - 15 Jun
02/06/2023	Barclaycard Commercial	£1,757.52	Nisbets/Curry's & Citrus Cleaning
06/06/2023	Barclays Bank Plc	£47.19	charges 13 Apr - 14 May
07/06/2023	UK Fuels Ltd	£420.28	diesel/unleaded fuel May
08/06/2023	Anglia Culinary Suppliers Ltd	£100.66	cafe purchases
08/06/2023	Amazon.com	£25.78	bench grinder eyeshield
08/06/2023	Ben Burgess Groundscare Equipm	£594.00	lease John Deere 4066R May
08/06/2023	The Calypso Coffee Company	£133.90	drinking choc/coffee capsules
08/06/2023	DD Health & Safety Supplies Lt	£279.19	workwear, cleaning products
08/06/2023	Easters Norwich Ltd	£28.55	cafe purchases
08/06/2023	East Fire Extinguisher & Alarm	£213.60	fire extinguisher service
08/06/2023	Norse Commercial Services Ltd	£403.20	Parks lock/unlock May
08/06/2023	Norse Eastern Ltd	£2,138.64	highway verge cutting May
08/06/2023	Taverham Nursery Centre	£76.49	plants & compost
08/06/2023	Monarch Signs Ltd	£456.00	Grounds signs - dog control
08/06/2023	Casual hire	£154.16	refund damage deposit
09/06/2023	Hampshire Flag	£241.32	bunting for Summer Fayre
14/06/2023	Amazon.com	£332.26	cleaning items/ café equipment
14/06/2023	DD Health & Safety Supplies Lt	£19.14	blue c/fold hand towel
14/06/2023	Easters Norwich Ltd	£29.04	cafe purchases
14/06/2023	Hugh Crane Equipment	£68.95	maxi mousse plus 5 ltr
14/06/2023	Huws Gray Ridgeons	£214.52	materials coronation bench
14/06/2023	Just Regional Publishing	£420.00	Just Hellesdon Jun 23
14/06/2023	Osiris Technologies	£772.41	IT contract and LCD monitor replacement
14/06/2023	PHS Group	£138.24	jumbo toilet ppr 24 pck
14/06/2023	Table Tennis 365 Ltd	£948.99	outdoor table tennis table
14/06/2023	Allotment Holder	£30.00	deposit refund
14/06/2023	Westcotec Ltd	£705.60	additional batteries/chargers
14/06/2023	Land Registry	£4.00	search Pathway by Burial Ground
16/06/2023	National Allotment Society	£66.00	membership renewal
16/06/2023	Prestige Wicker	£941.00	fruit & vegetable stands HCC
16/06/2023	E Catering	£4,209.96	fridge x 2/ freezer x 2 HCC/café
20/06/2023	Land Registry	£4.00	search open space Meadow Way
21/06/2023	Ace Shelters Ltd	£9,588.00	new bus shelter x 2
21/06/2023	Anglia Culinary Suppliers Ltd	£593.54	cafe purchases
21/06/2023	Canon UK Ltd	£100.48	P/copier ent 24 May - 31 Aug
21/06/2023	Easters Norwich Ltd	£98.55	cafe purchases
21/06/2023	PPL PRS Ltd	£28.16	Music licence Summer fayre
21/06/2023	Play Safety Ltd	£328.80	Annual play area inspection
21/06/2023	Kingspan Water & Energy Ltd	£358.80	r/water harvester service DJL

23/06/2023	Total Gas & Power	£25.68 elec allotments May 23
26/06/2023	Broadland District Council	£645.00 bus rates office
26/06/2023	Total Gas & Power	£253.62 elec HCC May 23
26/06/2023	Total Gas & Power	£342.16 elec DJL/HCC May 23
27/06/2023	Total Gas & Power	£622.49 HCC/DJL gas May 23
30/06/2023	Anglia Culinary Suppliers Ltd	£189.22 cafe purchases
30/06/2023	Amazon.com	£31.95 coconut shy balls Summer fayre
30/06/2023	Ben Burgess Groundscare Equipm	£594.00 lease Jun John Deere 4066R
30/06/2023	Broadland UK Ltd	£165.29 medals Summer fayre
30/06/2023	The Calypso Coffee Company	£187.90 coffee capsules
30/06/2023	Easters Norwich Ltd	£66.05 cafe purchases
30/06/2023	Pips Skips Ltd	£342.00 skip hire summer fayre
30/06/2023	EEE 62	£6.99 reimburse purchases paid priva
30/06/2023	EEE 60	£13.48 R/burse summer fayre purchases
30/06/2023	SLCC	£275.00 delegates x 5 annual conference
30/06/2023	Casual hire	£149.04 return deposit
30/06/2023	Vodafone Ltd	£88.25 mobile phones 16 May - 15 Jul

£32,846.32

Cash Received between 01/06/2023 and 30/06/2023

Date	Cash Received from	Receipt Description	Receipt total
01/06/2023	Casual Hire	Hire OH room	£18.00
01/06/2023	Regular hire HCC	Hire ML hall	£50.88
01/06/2023	Regular hire HCC	Hire SW hall	£77.76
01/06/2023	Regular hire HCC	Hire SW hall	£388.80
01/06/2023	Casual Hire	Hire OH room	£9.00
01/06/2023	Regular hire HCC	Hire SW hall	£77.76
01/06/2023	Takings - Cafe	card receipts 1 Jun	£121.30
01/06/2023	Takings - Cafe	cash receipts 1 Jun	£122.50
02/06/2023	Barclaycard	cashback 8 May	£17.00
02/06/2023	Sports booking	training area hire	£32.40
02/06/2023	Sports booking	training area hire	£42.00
02/06/2023	Sports booking	training area hire	£126.00
02/06/2023	Regular hire HCC	Hire OH room	£336.96
02/06/2023	Regular hire HCC	Hire OH & SW rooms	£208.38
02/06/2023	Stall rent	Summer fayre	£15.00
05/06/2023	Barclays Bank Plc	interest earned 6 Mar - 4 Jun	£716.21
05/06/2023	Regular hire HCC	Hire ML hall	£77.76
05/06/2023	Regular hire HCC	Hire SW hall	£97.20
06/06/2023	Barclays Bank Plc	monthly loyalty rewards	£7.74
06/06/2023	Stall rent	Summer fayre	£15.00
06/06/2023	Takings - Cafe	cash receipts cafe	£98.55
06/06/2023	Takings - Cafe	card receipts 6 Jun	£83.20
07/06/2023	Casual Hire	Hire OH room	£18.00
07/06/2023	Insurance recovery	ins excess t/tennis table	£100.00
08/06/2023	Takings - Cafe	cash receipts	£113.60
08/06/2023	Takings - Cafe	card receipts	£113.10
09/06/2023	Regular hire HCC	Hire ML hall	£181.44
09/06/2023	Regular hire HCC	Hire OH room	£336.96
12/06/2023	Casual Hire	Hire ML hall	£132.15
12/06/2023	Casual Hire	Hire ML hall	£150.00
12/06/2023	Stall rent	Summer fayre	£15.00
13/06/2023	Stall rent	Summer fayre	£25.00
13/06/2023	Takings - Cafe	cash receipts	£88.60
13/06/2023	Takings - Cafe	card receipts	£82.50
14/06/2023	Allotment User	rent due Jan/Feb 23	£7.50
14/06/2023	Insurance recovery	loss of income compensation	£20,000.00
15/06/2023	Casual Hire	Hire OH room	£18.00
15/06/2023	Stall rent	Summer fayre	£25.00
15/06/2023	Stall rent	Summer fayre	£15.00
15/06/2023	Takings - Cafe	card receipts	£103.70
16/06/2023	Casual Hire	Hire ML hall	£414.72
16/06/2023	Regular hire HCC	Hire ML hall	£192.96
16/06/2023	Regular hire HCC	Hire OH room	£72.72
16/06/2023	Stall rent	Summer fayre	£25.00
16/06/2023	Takings - Cafe	cash receipts	£131.60

19/06/2023	Stall holder	Summer fayre	£10.00
19/06/2023	Stall rent	Summer fayre	£25.00
19/06/2023	Stall rent	Summer Fayre	£25.00
19/06/2023	Stall rent	Summer fayre	£25.00
19/06/2023	Stall rent	Summer fayre	£15.00
20/06/2023	Regular hire HCC	Hire OH room	£336.96
20/06/2023	Stall rent	Summer fayre	£25.00
20/06/2023	Stall rent	Summer fayre elec charge	£25.00
20/06/2023	Takings - Cafe	cash receipts	£98.95
21/06/2023	Casual Hire	Hire ML deposit	£75.00
21/06/2023	Regular hire HCC	Hire SW hall	£194.40
21/06/2023	Takings - Cafe	card receipts 20 Jun	£133.05
22/06/2023	Casual Hire	Hire SW hall	£84.24
22/06/2023	Casual Hire	OH room	£27.00
22/06/2023	Casual Hire	Hire OH room	£38.88
22/06/2023	Takings - Cafe	cafe cash receipts 22 Jun	£93.75
22/06/2023	Takings - Cafe	card receipts 22 Jun	£70.50
23/06/2023	Casual Hire	damage deposit	£150.00
23/06/2023	Sports booking	training area hire	£32.40
23/06/2023	Sports booking	football pitch hire	£132.00
23/06/2023	Stall rent	Summer fayre	£75.00
24/06/2023	Stall rent	Summer Fayre	£25.00
24/06/2023	Stall rent	Summer fayre	£30.00
24/06/2023	Stall rent	Summer fayre	£25.00
24/06/2023	Takings - Cafe	cash receipts cafe Sum fayre	£124.00
24/06/2023	Takings - Cafe	card receipts Sum fayre	£46.70
27/06/2023	Regular hire HCC	Hire ML hall	£63.02
27/06/2023	Takings - Cafe	cash receipts 27 Jun	£129.60
28/06/2023	Regular hire HCC	Hire SW hall	£155.52
28/06/2023	Regular hire HCC	Hire ML hall	£284.16
28/06/2023	Takings - Cafe	card receipts 27 Jun	£57.10
29/06/2023	Casual Hire	Hire OH room	£18.00
29/06/2023	Sports booking	training area hire	£21.60
29/06/2023	Sports booking	Hire SW hall	£311.04
29/06/2023	Takings - Cafe	cash receipts	£131.85
29/06/2023	Takings - Cafe	card receipts	£93.70

£28,310.37

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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	(28,600)	(28,600)	45,225	73,825			(63.2%)	
1410 Community Centre Inc ML Room	1,396	5,147	0	(5,147)			0.0%	
1415 Community Centre Inc SW Room	1,486	4,319	0	(4,319)			0.0%	
1420 Community Centre Inc OH Room	1,050	3,428	0	(3,428)			0.0%	
1425 Community Centre Inc Spr Room	10	294	0	(294)			0.0%	
1445 Community centre kitchenette	68	243	0	(243)			0.0%	
1455 Community centre stage hire	0	10	0	(10)			0.0%	
1460 Hire of flasks	48	140	0	(140)			0.0%	
1470 Hire of urn	0	4	0	(4)			0.0%	
1475 Storage charge	55	155	0	(155)			0.0%	
Community Centre :- Income	(24,488)	(14,861)	45,225	60,086			(32.9%)	0
4150 Utilities	1,789	5,009	25,315	20,306		20,306	19.8%	
4250 PHS services	0	930	2,424	1,494		1,494	38.4%	
4295 Equipment - New/Replacement	4,964	5,372	1,897	(3,475)		(3,475)	283.2%	4,292
4300 Equipment-Repair/Maintenance	0	0	657	657		657	0.0%	
4435 Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450 Inspections	0	406	661	256		256	61.3%	
4480 Memberships & Subscriptions	0	0	1,980	1,980		1,980	0.0%	
4560 Property Maintain/Replacement	0	185	1,589	1,404		1,404	11.6%	
4625 Senior Citizens club	0	81	0	(81)		(81)	0.0%	60
4630 Consumables	220	236	166	(70)		(70)	142.4%	
4635 cleaning agents/materials	313	539	900	361		361	59.9%	
4695 community centre redevelopment	0	599	0	(599)		(599)	0.0%	
Community Centre :- Indirect Expenditure	7,286	13,357	40,589	27,232	0	27,232	32.9%	4,352
Net Income over Expenditure	(31,774)	(28,218)	4,636	32,854				
6000 plus Transfer from EMR	4,292	4,352						
Movement to/(from) Gen Reserve	(27,481)	(23,866)						
110 Administration								
1076 Precept	0	280,614	0	(280,614)			0.0%	9,350
1085 Grants received	0	2,500	0	(2,500)			0.0%	2,500
1099 Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370 Insurance recoveries	20,100	20,792	0	(20,792)			0.0%	
Administration :- Income	20,100	446,282	0	(446,282)				154,227
4065 councillor training	0	0	(1,081)	(1,081)		(1,081)	0.0%	
4070 Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465 External Audit	0	0	1,750	1,750		1,750	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
4470 Internal Audit	0	0	2,981	2,981		2,981	0.0%	
4480 Memberships & Subscriptions	341	2,086	2,000	(86)		(86)	104.3%	
4550 Insurance	0	10,418	10,771	353		353	96.7%	
Administration :- Indirect Expenditure	341	12,504	22,371	9,867	0	9,867	55.9%	0
Net Income over Expenditure	19,759	433,778	(22,371)	(456,149)				
6001 less Transfer to EMR	2,500	154,227						
Movement to/(from) Gen Reserve	17,259	279,551						
120 Staff								
4000 Admin Staff	6,798	20,395	124,884	104,489		104,489	16.3%	
4010 Groundstaff	5,268	15,858	79,682	63,824		63,824	19.9%	
4020 Care Takers	4,074	12,147	63,861	51,714		51,714	19.0%	
4025 Cafe Staff	2,016	4,137	29,868	25,731		25,731	13.9%	
4040 PAYE	3,418	10,208	0	(10,208)		(10,208)	0.0%	
4045 Pension Scheme	4,419	13,100	43,993	30,893		30,893	29.8%	
4055 Staff training	0	126	4,000	3,874		3,874	3.1%	
4080 Employer NI	1,712	5,063	25,139	20,076		20,076	20.1%	
4090 Protective clothing/workwear	(48)	36	3,405	3,369		3,369	1.1%	
4480 Memberships & Subscriptions	0	0	353	353		353	0.0%	
Staff :- Indirect Expenditure	27,658	81,069	375,185	294,116	0	294,116	21.6%	0
Net Expenditure	(27,658)	(81,069)	(375,185)	(294,116)				
130 Council Office								
1360 Electricity FIT	184	184	666	482			27.6%	
1365 Misc office income	5	5	0	(5)			0.0%	
Council Office :- Income	189	189	666	477			28.4%	0
4112 Advertising	0	0	343	343		343	0.0%	
4150 Utilities	1,076	3,137	14,843	11,706		11,706	21.1%	
4250 PHS services	0	19	56	37		37	33.6%	
4295 Equipment - New/Replacement	849	899	3,671	2,772		2,772	24.5%	
4400 Chairman's Budget	0	42	1,694	1,652		1,652	2.5%	
4405 Expense/Mileage Members	0	0	100	100		100	0.0%	
4410 Expense/Mileage Staff	0	5	100	95		95	5.4%	
4415 Refreshments	85	122	287	165		165	42.4%	
4420 Telephone and Broadband	224	706	3,398	2,692		2,692	20.8%	
4425 IT Support and Maintenance	493	1,303	5,006	3,703		3,703	26.0%	
4430 Photocopier	84	452	2,648	2,196		2,196	17.1%	
4435 Contingencies	0	0	100	100		100	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
4440 Stationery	0	285	393	108		108	72.5%	
4445 Postage	0	5	60	55		55	8.7%	
4450 Inspections	0	160	661	502		502	24.1%	
4485 Other Licences/Fees	8	2,332	3,116	784		784	74.8%	
4500 PWLB	0	21,547	43,094	21,547		21,547	50.0%	
4560 Property Maintain/Replacement	299	1,158	3,874	2,716		2,716	29.9%	
4565 Elections/Parish Poll	0	0	4,500	4,500		4,500	0.0%	
4570 Church Grass Cutting Contribut	0	750	800	50		50	93.8%	
4595 Misc contributions	0	0	200	200		200	0.0%	
4630 Consumables	0	0	210	210		210	0.0%	
4635 cleaning agents/materials	0	0	106	106		106	0.0%	
Council Office :- Indirect Expenditure	3,118	32,923	89,260	56,337	0	56,337	36.9%	0
Net Income over Expenditure	(2,929)	(32,734)	(88,594)	(55,860)				
<u>150 Investment</u>								
1080 Bank Interest Received	1,592	1,592	80	(1,512)			1989.6%	
1090 Monthly Loyalty Rewards	8	22	10	(12)			222.5%	
1091 Cash back rebates	14	14	0	(14)			0.0%	
Investment :- Income	1,614	1,628	90	(1,538)			1809.0%	0
4060 Bank Charges	64	204	318	114		114	64.0%	
Investment :- Indirect Expenditure	64	204	318	114	0	114	64.0%	0
Net Income over Expenditure	1,550	1,425	(228)	(1,653)				
<u>160 Planning</u>								
4130 Hire of Rooms	0	0	300	300		300	0.0%	
Planning :- Indirect Expenditure	0	0	300	300	0	300	0.0%	0
Net Expenditure	0	0	(300)	(300)				
<u>170 Health and Safety</u>								
4135 Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140 Defibrillator	0	0	340	340		340	0.0%	
4295 Equipment - New/Replacement	0	119	163	44		44	73.2%	
4630 Consumables	0	13	0	(13)		(13)	0.0%	
Health and Safety :- Indirect Expenditure	0	2,129	3,498	1,369	0	1,369	60.9%	0
Net Expenditure	0	(2,129)	(3,498)	(1,369)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
180 Media and Communications								
4105 Newsletter-Printing/Distributi	350	895	5,634	4,739		4,739	15.9%	
4110 Website and Emails	0	728	1,071	343	1,034	(691)	164.5%	
4155 IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460 CCTV	0	4,678	1,450	(3,228)		(3,228)	322.6%	
4685 Noticeboards	0	0	1,484	1,484		1,484	0.0%	
Media and Communications :- Indirect Expenditure	350	6,301	11,639	5,338	1,034	4,304	63.0%	0
Net Expenditure	(350)	(6,301)	(11,639)	(5,338)				
190 Stores								
4150 Utilities	155	461	1,546	1,085		1,085	29.8%	
Stores :- Indirect Expenditure	155	461	1,546	1,085	0	1,085	29.8%	0
Net Expenditure	(155)	(461)	(1,546)	(1,085)				
195 Tractor Shed								
4150 Utilities	330	991	3,301	2,310		2,310	30.0%	
4450 Inspections	0	250	585	335		335	42.7%	
4460 CCTV	0	0	198	198		198	0.0%	
Tractor Shed :- Indirect Expenditure	330	1,241	4,084	2,843	0	2,843	30.4%	0
Net Expenditure	(330)	(1,241)	(4,084)	(2,843)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	0	550	550		550	0.0%	
4120 Over 65 Entertainment	0	150	325	175		175	46.2%	
4630 Consumables	0	0	125	125		125	0.0%	
Residents' Parties :- Indirect Expenditure	0	150	1,000	850	0	850	15.0%	0
Net Expenditure	0	(150)	(1,000)	(850)				
205 Events								
1480 Events income	440	530	550	20			96.4%	
Events :- Income	440	530	550	20			96.4%	0
4122 Events	764	1,078	3,000	1,922		1,922	35.9%	
Events :- Indirect Expenditure	764	1,078	3,000	1,922	0	1,922	35.9%	0
Net Income over Expenditure	(324)	(548)	(2,450)	(1,902)				

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Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
210 Grounds								
1200 Football Hire Charges	0	390	1,270	880			30.7%	
1210 Football Training Area Hire	18	195	1,134	939			17.2%	
1215 Grass cutting agreement	16,407	16,407	15,000	(1,407)			109.4%	
1270 Floodlights Income	0	10	0	(10)			0.0%	
Grounds :- Income	16,425	17,002	17,404	402			97.7%	0
4195 Keys/Locks	0	0	465	465		465	0.0%	
4200 Locking parks	0	672	1,576	904		904	42.6%	
4210 Emptying Bins/Fresheners	0	0	3,493	3,493		3,493	0.0%	
4215 Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220 Signage - New/Replacement	0	380	0	(380)		(380)	0.0%	380
4225 Floodlights Maintenance/Repair	0	0	2,556	2,556		2,556	0.0%	
4245 Highway grass verge cutting	1,782	4,456	9,641	5,186		5,186	46.2%	
4255 Skip hire	0	260	2,600	2,340		2,340	10.0%	
4260 Shrub/Tree/Hedge	0	64	500	436		436	12.8%	
4270 Fertilisers/Weed & Moss Killer	0	0	1,845	1,845		1,845	0.0%	
4275 Contractor Spray	0	0	1,906	1,906		1,906	0.0%	
4295 Equipment - New/Replacement	0	12	396	384		384	3.1%	
4320 Small tools	0	21	1,000	979		979	2.1%	
4325 fence repairs	0	0	5,000	5,000		5,000	0.0%	
4435 Contingencies	179	1,672	4,150	2,478		2,478	40.3%	
Grounds :- Indirect Expenditure	1,961	7,537	36,128	28,591	0	28,591	20.9%	380
Net Income over Expenditure	14,464	9,465	(18,724)	(28,189)				
6000 plus Transfer from EMR	0	380						
Movement to/(from) Gen Reserve	14,464	9,845						
220 Machinery and Vehicles								
4160 Repairs/Maintenance	0	155	815	660		660	19.1%	
4265 Fuel	225	596	3,030	2,434		2,434	19.7%	
4290 Servicing	0	0	8,457	8,457		8,457	0.0%	
4295 Equipment - New/Replacement	0	24,945	11,513	(13,432)		(13,432)	216.7%	13,432
4310 Hire of Machinery	495	1,485	6,940	5,455		5,455	21.4%	
4680 Depreciation	0	0	1,000	1,000		1,000	0.0%	
Machinery and Vehicles :- Indirect Expenditure	720	27,181	31,755	4,574	0	4,574	85.6%	13,432
Net Expenditure	(720)	(27,181)	(31,755)	(4,574)				
6000 plus Transfer from EMR	0	13,432						
Movement to/(from) Gen Reserve	(720)	(13,749)						

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455 work & inspections	0	0	7,683	7,683	220	7,463	2.9%	
Trees :- Indirect Expenditure	0	0	9,272	9,272	1,165	8,107	12.6%	0
Net Expenditure	0	0	(9,272)	(9,272)				
<u>240 Allotments</u>								
1100 Allotment Income	6	6	4,389	4,383			0.1%	
1110 Water Charge	(10)	(10)	0	10			0.0%	
1115 Pest control charge	(5)	(5)	0	5			0.0%	
Allotments :- Income	(9)	(9)	4,389	4,398			(0.2%)	0
4145 Landowner Rent	0	1,038	1,444	406		406	71.9%	
4150 Utilities	24	115	1,329	1,214		1,214	8.7%	
4170 Pest Control	0	0	470	470		470	0.0%	
4175 Best Kept Allotm. Competition	0	0	100	100		100	0.0%	
4390 Materials	0	0	430	430		430	0.0%	
4560 Property Maintain/Replacement	0	817	1,000	183		183	81.7%	
Allotments :- Indirect Expenditure	24	1,971	4,773	2,802	0	2,802	41.3%	0
Net Income over Expenditure	(33)	(1,980)	(384)	1,596				
<u>250 Play Areas</u>								
4295 Equipment - New/Replacement	791	791	0	(791)		(791)	0.0%	
4300 Equipment-Repair/Maintenance	0	0	1,846	1,846		1,846	0.0%	
4450 Inspections	274	274	279	5		5	98.2%	
Play Areas :- Indirect Expenditure	1,065	1,065	2,125	1,060	0	1,060	50.1%	0
Net Expenditure	(1,065)	(1,065)	(2,125)	(1,060)				
<u>255 Hard Courts and Car Park</u>								
1220 No longer in use	375	375	0	(375)			0.0%	
1225 Outside courts	0	62	2,200	2,138			2.8%	
1230 No longer in use	80	200	0	(200)			0.0%	
Hard Courts and Car Park :- Income	455	638	2,200	1,562			29.0%	0
4340 Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345 Surface Clean Chemicals	0	0	100	100		100	0.0%	
4560 Property Maintain/Replacement	0	0	1,500	1,500		1,500	0.0%	
4580 Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	455	638	(1,900)	(2,538)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
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	222	222		222	0.0%	
4390 Materials	0	0	1,908	1,908		1,908	0.0%	
Bowling Green :- Indirect Expenditure	0	0	2,130	2,130	0	2,130	0.0%	0
Net Income over Expenditure	0	1,800	(330)	(2,130)				
265 Memorials								
4360 Rose Renewal	0	0	100	100		100	0.0%	
4575 War Memorial	0	0	300	300		300	0.0%	
Memorials :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Expenditure	0	0	(400)	(400)				
270 Traffic Highways/Environment								
1350 Parish Partnership grant	0	0	2,510	2,510			0.0%	
Traffic Highways/Environment :- Income	0	0	2,510	2,510			0.0%	0
4650 SAM	804	804	953	150		150	84.3%	
4655 Bus Shelters	7,990	7,990	500	(7,490)		(7,490)	1598.0%	
4670 Parish Partnership Scheme	0	0	5,020	5,020		5,020	0.0%	
Traffic Highways/Environment :- Indirect Expenditure	8,794	8,794	6,473	(2,321)	0	(2,321)	135.8%	0
Net Income over Expenditure	(8,794)	(8,794)	(3,963)	4,831				
300 Cafe								
1500 Café Income	1,698	5,045	25,000	19,955			20.2%	
Cafe :- Income	1,698	5,045	25,000	19,955			20.2%	0
4070 Profess Fees/Agency Personnel	0	200	0	(200)		(200)	0.0%	
4630 Consumables	294	651	0	(651)		(651)	0.0%	
4635 cleaning agents/materials	0	31	0	(31)		(31)	0.0%	
4710 Café Purchases	1,010	2,921	11,115	8,194		8,194	26.3%	
Cafe :- Indirect Expenditure	1,304	3,803	11,115	7,312	0	7,312	34.2%	0
Net Income over Expenditure	394	1,242	13,885	12,643				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

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
Grand Totals:- Income	16,424	458,244	99,834	(358,410)			459.0%	
Expenditure	53,934	201,767	661,061	459,294	2,199	457,095	30.9%	
Net Income over Expenditure	(37,510)	256,477	(561,227)	(817,704)				
plus Transfer from EMR	4,292	18,164						
less Transfer to EMR	2,500	154,227						
Movement to/(from) Gen Reserve	(35,717)	120,415						

**Minutes of the meeting of the Planning Committee held on
Tuesday 13th June at 6:15pm in
Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton Cllr B. Johnson Cllr G. Diffey
Cllr R. Sear Cllr D. Maidstone

Also In Attendance

L. Pointin – Senior Admin Officer
F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

- 1. Apologies and acceptance for absence**
Apologies received from Cllr Duckett.
- 2. Declarations of Interest and Dispensations**
No declarations made.
- 3. To receive approval of minutes of the committee meeting held on 23rd May 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
2023/1355 Willow Vets 323 Drayton High Road Hellesdon Norfolk NR6 5AA Installation of 4 additional external air conditioning units	No objection subject to Environmental Health being satisfied there is no adverse affect on neighbouring properties.
2023/1411 13 Gorse Avenue Hellesdon Norfolk NR6 6LA Proposed single storey rear extension and associated works	No objection.
2023/1439 60 Westwood Drive, NR6 5DF Change of use of garage from commercial back to residential use	No objection.

Approved.....

Date.....
HPC Planning Committee Mins 13th June 2023

2023/1520 278 Reepham Road Hellesdon Norfolk NR6 5SP Single storey front extension	No objection.
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7. **Exchange of Information**

No further information exchanged.

8. **Date, time and venue of next meeting**

Next meeting will be held on Tuesday 27th June 2023 at 6.15pm.

The meeting closed at 6.36 pm

DRAFT

Approved.....

Date.....
HPC Planning Committee Mins 13th June 2023

**Minutes of the meeting of the Planning Committee held on
Tuesday 27th June at 6:15pm in
Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr G. Britton Cllr R. Forder Cllr S. Holland
Cllr R. Sear Cllr I. Duckett

Also In Attendance

L. Pointin – Senior Admin Officer

The Chair welcomed all to the meeting.

1. **Apologies and acceptance for absence**
Apologies received from Cllr Maidstone.
2. **Declarations of Interest and Dispensations**
No declarations made.
3. **To receive approval of minutes of the committee meeting held on 13th June 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
2023/1503 37 Hawthorne Avenue, NR6 6LE Installation of heat pump to rear.	No objection providing there is no adverse effect on the neighbouring properties
2023/1553 8 Dennis Road, NR6 6UB Front and rear single storey extensions with first floor rear dormer and hip to gable conversion.	Object as this is an overdevelopment of the site.
2023/0919 43 Westwood Drive, NR6 5DE Single-storey rear extension to provide annexe.	No objection providing it is used as an annexe only and not used for commercial purposes.

Approved.....

Date.....
HPC Planning Committee Mins 13th June 2023

7. **Exchange of Information**

No further information exchanged.

8. **Date, time and venue of next meeting**

Next meeting will be held on Tuesday 11th July 2023 at 6.15pm.

The meeting closed at 6.38 pm

DRAFT

Approved.....

Date.....
HPC Planning Committee Mins 13th June 2023

**Minutes of Hellesdon Community Cafe Committee meeting
Thursday 22nd June 2023
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr S. Gurney

Also in attendance:

Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. Apologies and Acceptance for Absence

None received.

2. Declarations of Interest and Dispensations

None raised

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

There were no members of the public in attendance.

4. To Consider Summer Menus and Pricing for the Community Café

A draft summer menu was provided for consideration, along with evidence of recent food inflation as part of the price review. Discussions occurred regarding cans of drink and whether these should remain at £1 or increase to £1.20. It was **AGREED** they should be raised to £1.20.

The options for specials were considered and it was **AGREED** that heavier items, such as Toad in the Hole, Cottage Pie, Chicken and Mushroom Stroganoff and Curry and Rice should be retained for the winter. Other options for the summer such as hamburgers and chicken burgers should be investigated. The Summer Menu and pricing, subject to feasibility of burgers and chicken burgers, was **AGREED**.

5. To Receive Update on Wednesday Café Opening

It was established that council had already agreed to opening on a Wednesday.

The Clerk reported that it was originally hoped that the first Wednesday opening would be 28th June, however the new fridge and freezer had yet to be delivered so there was currently not enough storage for food for an extra day. It is anticipated that these would be delivered early next week so the first Wednesday opening is likely to be 5th July.

6. New Projects

a) To Receive Update on Community Café Improvement Project

The Clerk advised that the major pieces of equipment, the new fridge and freezer, has been ordered. The refrigerated display unit, which was requested by the previous Café Supervisor had not been ordered. This is because, having measured the equipment, it would not fit well on the counter, and there is nowhere else suitable for display and serving purposes. It was **AGREED** to ask the new Cook Manager whether an air fryer would be more suitable.

The 'Free Fruit and Veg' project for the summer holidays was discussed and it was **AGREED** to put up signage to request that customers only take what they need.

b) To Receive Update Report on Community Fridge Project

The Clerk reported that the fridge, freezer and display stands have been ordered. All persons working on the fridge need to have a food hygiene certificate, and so far one caretaker has achieved this. Other caretakers need to do this to clean the fridge, but the caretaking team is currently short staffed.

7. Items for the Next Agenda

Review of Menu.

Progress of grant funded projects.

Feedback on Wednesday opening.

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

To be agreed.

Meeting closed at 11.45am

Hellesdon Community Café

<u>Hot Drinks</u>		<u>Cold Drinks</u>	
Espresso	£1.20	Coca Cola	£1.20
Americano	£1.80	Diet Coke	£1.20
Cappuccino	£2.10	7-Up	£1.20
Flat White	£1.80	Fanta	£1.20
Latte	£2.20	Sparkling Water	£1.20
Mocha	£2.20	Still Water	£1.20
Extra Shot	£0.30	Orange Carton	£1.50
Syrup	£0.40	Apple Carton	£1.50
<i>Decaf Available</i>			
Hot Chocolate	£2.00		
Breakfast Tea	£1.00		
Decaf Tea	£1.00		
Speciality Teas/Earl Grey	£1.20		
<u>Sweet Treats</u>		<u>Savouries</u>	
Cakes (Various)	£2.50	Sausage Roll	£2.20
Fruit Scone	£1.70	Cornish Pasty	£2.20
Cheese Scone	£1.70	Crisps	£1.00
Add Jam	£0.30		

For Daily Specials – See Board

Hellesdon Community Café

<u>Breakfast</u>		<u>Jacket Potatoes</u>	
Bacon Bap	£2.50	Jacket with Butter	£3.25
Full English	£4.00	Jacket with Beans	£3.75
Toast	£1.10	Jacket with Cheese	£3.75
Toast with Jam or Honey	£1.30	Jacket with Coleslaw	£3.75
Scrambled Egg on Toast	£2.20	Jacket & Roasted Veg	£4.25
Beans on Toast	£2.00	Jacket with Tuna Mayo	£4.25
Porridge	£1.10	Extra Toppings	£0.50
Porridge with Jam			
Or Honey	£1.30		
<u>Sandwiches</u>		<u>Salads</u>	
<i>Served with Side Salad & Crisps</i>			
Choose from Cheese,	£3.25	Choose from Cheese,	£3.00
Ham, Tuna Mayo or Egg		Pasta or Roasted Veg	
& Cress			
<u>Kids Sandwich Meal</u>		<u>Other Favourites</u>	
<i>Sandwich, Pom Bears, Raisins and a Drink</i>		Soup of the Day	£2.50
Choose from Cheese,	£3.00	Quiche with Salad	£3.00
Ham, Tuna Mayo or Egg		Ham, Egg and Chips	£3.25
& Cress		Pizza Pitta	£3.00
		Bowl of Chips	£1.50

Item 11

To Receive Update on WC Improvement Project

The quarterly progress report requested by Broadland council covering the period from 23rd March to 31st May has been completed and accepted by Broadland council.

Dyno rod has attended site to map out the Foul Water drainage system of the community centre in preparation for the works.

The final details are being added to the specification this will go out to tender as a stand alone project, rather than part of a larger improvement project.

The community centre committee was previously content with specifying a subcontractor based on knowledge of the building and quality of previous works. However, subsequent to that decision, additional inform was received to suggest that this would not be best value for the taxpayer and all members of the committee were advised as such. Therefore the recommendation is that for all contractors tendering for the work, should be free to utilise their own subcontractors.

Your Ref:

Date: June 2023

My Ref:

Tel No.:

Email:

HI/12/GEN/DH/KT

0344 800 8020

ppschemes@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last ten years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2024/25. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 8th December 2023. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2024 following approval by the Norfolk County Council Cabinet.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Continued .../

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council.** Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.
- New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A website containing useful information is currently being developed and will be updated with new information regularly. We will be contacting Parish/Town Councils when this available.

Continued .../

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and landowners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Graham Plant
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form 2024/25

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			

Meeting of Hellesdon Parish Council

11th July 2023

Item 13 - To Consider Legal Agreement for Library Protections Scheme

The legal agreement for this scheme is anticipated and, when received, will be forwarded to councillors. This will allow and easement for Norfolk County Council to install (and maintain) bollards on the Parish Council's land as follows:



There would need to be 8 bollards installed as per the following specifications:

Stainless Steel Bollard Spec – 1.5 meters high – Concrete in ground by 500mm.

- Bollard height out of ground 1.000 meter
- Distance between each bollard approx. 1.2 meters apart. This works out to be 7no. bollards.
- Distance from the Library building face or brick line would be approx. 500-600mm
- Bollard circumference would be 90mm wide.



The Heads of Terms have been agreed with Norfolk County Council, with them paying the Parish Council's legal fees.

Item 14 – Meadow Way

Extract from the Norfolk County Council Cabinet Meeting 3rd July 2023

Report Title: Disposal, acquisition and exploitation of property

Date of Meeting: 03 July 2023

Responsible Cabinet Member: Councillor Jane James, Cabinet

Member for Corporate Services and Innovation

Responsible Director: Tom McCabe

Executive Director for Community and Environmental Services

Is this a Key Decision? No

If this is a Key Decision, date added to the Forward Plan of Key

Decisions: n/a

Executive Summary/Introduction from Cabinet Member

Proposals in this report are aimed at supporting Norfolk County Council priorities by exploiting properties surplus to operational requirements, pro-actively releasing property assets with latent value where the operational needs can be met from elsewhere and strategically acquiring property to drive economic growth and wellbeing in the County.

One of the key actions within the Strategic Property Asset Management Framework is a sharp focus on maximising income through adoption of a more commercial approach to property.

As part of corporate management of property and a systematic approach to reviewing the use and future needs of property assets for service delivery there is a continued emphasis on minimising the extent of the property estate retained for operational purpose. However, on occasion there will be the requirement to acquire or reuse an individual property to support a service to deliver its aims.

By adopting a “single estate” approach within the County Council and sharing property assets with public sector partners through the One Public Estate programme, the Council is aiming to reduce net annual property expenditure.

Consideration is also given to the suitability of surplus property assets for reuse or redevelopment to meet specific service needs that could improve the quality of services for users, address other policy areas and/or improve financial efficiency for the County Council, for example, facilitating the supply of assisted living accommodation and other housing solutions for people requiring care, or undertaking re-development to support jobs and growth.

This means that as well as continuing with the rationalisation of the operational property estate to reduce the number of buildings used by the County Council, a more commercial approach is being adopted over the sale or redeployment of surplus property assets.

Recommendations:

Cabinet is asked:

.....

3. To formally declare Land at Meadow Way, Hellesdon (5032/011) surplus to Council requirements and instruct the Director of Property to dispose of the property. In the event of a disposal receipt exceeding delegated limits the Director of Property in consultation with the Director of Strategic Finance and Cabinet Member for Corporate Services and Innovation is authorised to accept the most advantageous offer.

.....

Hellesdon – Land at Meadow Way (5032/011)

2.12 The property edged red in plan is in the freehold ownership of the Council and has a total area of 0.03 hectares (0.07 acres).

2.13 The property was acquired as part of the adjoining school site but was not used for that purpose. It was declared surplus to Education use in 1983. Following a review by the Director of Property in consultation with CPSG it has been confirmed that the land is not required for NCC service use.

2.14 The property is used as access to the adjoining private residential properties.

2.15 Disposal of this land could be direct to the adjoining homeowners or by an open market sale through an auction or by tender.

2.16 The Divisional Member has been informed of this proposed disposal.



Land registry documents are being sought for Meadow Way, but it is clear that the Parish Council, and adjoining properties, have a prescriptive right of way over the land in question, as land has been accessed, uninterrupted, with no secrecy, for a period in excess of 20 years.

The implications of the sale are due to be discussed by PP&R on 27th July.

Cabinet

Item No: 10

Report Title: Norwich Western Link Update

Date of Meeting: 03 July 2023

Responsible Cabinet Member: Cllr Graham Plant (Cabinet Member for Highways, Infrastructure & Transport)

Responsible Director: Tom McCabe (Executive Director of Community and Environmental Services)

Is this a Key Decision? Yes

If this is a Key Decision, date added to the Forward Plan of Key Decisions: 4 May 2023

Executive Summary / Introduction from Cabinet Member

The Norwich Western Link (NWL) is an important part of Norfolk County Council's commitment to support its communities, businesses and the economy to thrive - by making sure the county has the infrastructure it needs.

Local communities to the west of Norwich are suffering every day from rat-running and traffic congestion on small roads that were not designed to take the volumes or size of vehicles now using them. At the same time, local businesses and the economy are being held back by journey delays and unreliable travel times, and the extra costs these create. We are being told that people don't want to walk or cycle along local roads in the area due to safety concerns linked to the levels of traffic on narrow roads, and emergency vehicles are being delayed from reaching people in urgent need.

Without intervention, these problems are expected to get worse with anticipated population and job growth in and around the city of Norwich. Assessment work has demonstrated that creating a new link between the western end of Broadland Northway and the A47, is the most effective way of tackling these transport issues.

We have a responsibility to put a priority on making sure Norfolk has the infrastructure it needs to grow successfully, and I know this is important to our residents too. We have been working hard over the last few years to develop proposals for the NWL scheme, a new 3.9 mile dual carriageway road which,

together with National Highways' project to dual the A47 between North Tuddenham and Easton, would complete a fully-dualled orbital route around Norwich.

We have made good progress on this important project, as set out in this report. We have received approval of a Strategic Outline Business Case from the Department for Transport (DfT) and have subsequently submitted an Outline Business Case which demonstrates that the NWL is a high value for money infrastructure project according to DfT criteria. Work to develop the proposals that will form the project's planning application has been the main focus for the project team over recent months. The planning application documentation will provide more detail on the design of the new road, including the viaduct across the River Wensum, the complementary sustainable transport measures, and on the environmental mitigation and enhancement measures that will form part of the NWL scheme, in order to support wildlife in the local area.

We are currently awaiting approval from central government of the project's Outline Business Case, which if approved, will give us the funding commitment we need to submit the planning application. We know other infrastructure projects across the country are in a similar position to us in this respect and, with our strong business case, there is no reason to think that this approval won't come. And my Cabinet colleagues and I, together with MPs and other partners, are continuing to push Ministers for a decision on the business case at the earliest opportunity.

In the meantime, this report recommends a sensible approach to the next steps for the project which will mean we will be well-placed to finalise the planning application documents as and when we do receive approval from central government.

I know that any delays will be disappointing to all the people that are being impacted every day by the transport issues in the area to the west of Norwich. Delivering large-scale infrastructure projects like the NWL is a complex process with many moving parts, some of which are not within our control. I remain committed to doing everything I can to provide Norfolk with the infrastructure it needs and the NWL is front and centre in this commitment.

Recommendations:

1. Note the outcomes from the pre-application consultation and the changes to the project that have resulted from the consideration of the responses received to this consultation.
2. Note the design development of the NWL scheme that has allowed planning application documents to reach an advanced stage of preparation, but the application documents cannot be finalised until a date for submission of the application has been agreed.
3. To agree that a decision to submit a planning application and to make and submit statutory Orders to the Secretary of State for confirmation (where confirmation is required), should not be made until OBC approval has been announced by Government.

4. Note that whilst awaiting a decision in relation to the OBC the project will reduce levels of activity (for a period of approximately 3 months), following which a further report will be brought to Cabinet.
5. Agree that as soon as OBC approval is received, a further report will be presented to Cabinet to seek approval to submit a planning application and to make, publish and submit the associated statutory Orders to the Secretary of State for confirmation (where confirmation is required).

1. Background and Purpose

- 1.1 The Local Transport Plan (LTP) 4 Strategy which covers the period 2021-2037 and its Implementation Plan was adopted by the County Council in 2022. The LTP strategy includes improvements to the strategic transport connections with Policy 8 stating that “Our priority will be to improve major road and rail connections between larger places in the county, and to major ports, airports and cities in the rest of the UK.” It identifies the NWL as being one of the priorities for enhancing strategic connections together with other priorities that include improvements to the major rail links to London and Cambridge, the A140 Long Stratton Bypass, the A10 West Winch Housing Access Road, and full dualling of the A47.
- 1.2 The Transport for Norwich (TfN) strategy was adopted in December 2021. It replaced the previous Norwich Area Transportation Strategy, adopted in 2004, which set out a transportation strategy for the Norwich area. The TfN strategy forms part of a wider suite of documents setting out transport policy in Norfolk. The Norfolk Local Transport Plan (LTP) covers transport policy across the whole of the county and the TfN strategy aligns with, and nests within this and provides the detail for the Norwich area.
- 1.3 The delivery of the NWL and the TfN will provide significant future transport improvements across Greater Norwich and provide a transport network that meets future demands in terms of both growth and sustainable travel options.
- 1.4 A report providing an update on the delivery of TfN is also being presented to the Cabinet meeting (July 2023). Funding to deliver transport improvement schemes across Greater Norwich as part of TfN comes from a range of different sources including the Department for Transport (DfT), Active Travel England (ATE), the Department for Environment, Food & Rural Affairs (DEFRA), developer contributions and local growth funds. The scope and successes from the most recent funding awards are summarised below.
- 1.5 The key points to note from the TfN progress report are as follows:
 - **Transforming Cities Fund (TCF):** Over the two tranches of TCF funding, £65m has been invested in sustainable and active travel in Norwich. This covers a wide range of elements including bus lanes, cycle lanes, widened footways, new crossings, traffic signal priority for buses and improvements to the public realm. We were the first local authority to deliver a scheme on

the ground and are well positioned compared to other cities in terms of completion of our agreed programme;

- **Zero Emission Bus Regional Area:** In total £35.7m funding has been secured from DfT (£14.7m) and First Bus (£21m) for 70 zero emission buses, which are anticipated to be operational in Greater Norwich by March 2024 and will be the first of their kind in Norfolk. This investment will also see Norwich have one of the largest, full-electric bus depots in England;
- **Active Travel Fund:** The County Council was awarded £5.7m of countywide Active Travel Funding (ATF) over four phases. This is delivering improved environments for walking, wheeling and scooting;
- **Bus Service Improvement Plan (BSIP):** In November 2022, Norfolk County Council was awarded £49.5m to deliver the BSIP, which was one of the highest allocations in the country, with many local authorities failing to secure any funding at all. Strong progress has been made delivering early elements of this, which includes:
 - A countywide bus ticket covering all bus operators
 - A new customer charter for all bus operators
 - A summer marketing campaign focusing on days out by bus
 - Engagement with concessionary pass holders to encourage them back on the bus
 - Developing a single brand for promoting sustainable transport across Norfolk

In addition, a new transport interchange at North Walsham has been delivered, which was the first BSIP capital scheme delivered in the country.

- **Air Quality Grant Fund:** The County Council was awarded just over £170k of funding in 2023 from the Department of Environment, Food and Rural Affairs (DEFRA) Air Quality Grant Fund so that local businesses can trial using an e-cargo bike as an alternative to a van or other vehicle in Norwich, cutting operating costs whilst lowering emissions.
- **Zero Emission Transport City:** The County Council was successful in its submission for Norwich to be part of the Zero Emission Transport Cities (ZETC) programme. As a result, it is currently in discussion with the DfT's Science, Technology and Innovation Directorate and other partner organisations, to explore potential avenues for funding to take these aspirations forwards and build on our strong track record in attracting funding for sustainable transport projects.

- 1.6 The draft Greater Norwich Local Plan (GNLP) is currently undergoing independent examination and if adopted (anticipated by early 2024) will replace the Greater Norwich Joint Core Strategy. Although there are no specific sites in the GNLP dependent on the NWL, the project would provide a strategic improvement to the transport network to support the planned growth within the greater Norwich and wider area.
- 1.7 In addition the NWL is identified in the Strategic Infrastructure Delivery Plan (SIDP) which sets out the County Council's priority infrastructure projects, its aim being to deliver projects that will provide significant economic, housing,

and jobs growth across Norfolk. The SIDP is developed in partnership with a range of stakeholders so that it aligns with the ambitions of the New Anglia Local Enterprise Partnership's Norfolk and Suffolk economic strategy and the district councils' local plans.

- 1.8 Transport East, our sub-national transport body, provide a regional voice for strategic transport issues in the east. Officers and members of Norfolk County Council have worked closely with Transport East to develop a transport strategy for the eastern region. The transport strategy sets out the challenges and opportunities in the region, Transport East's Vision, and the outcomes Transport East are seeking to achieve. The four core priorities for interventions are focussed around:
 - Decarbonising transport
 - Connecting growing towns and cities
 - Energising coastal and rural areas
 - Unlocking global gateways
- 1.9 Transport East's strategy sets out a delivery pathway to achieve each of these objectives by 2050 and identifies 12 goals against these priorities and the actions for Transport East to progress them. Alongside the Strategy is an Investment and Delivery Programme (IDP) that sets out the regional investment programme and pipeline to deliver the strategic priorities in the Transport Strategy. The IDP identifies projects that address both regional issues and projects within six core strategic movement corridors. It is a live document and process, reflecting the dynamic nature of the investment pipeline, outlining current regional priorities whilst supporting the progression of new ideas through an assessment framework to create a pipeline of projects best placed to deliver the strategy outcomes.
- 1.10 The IDP reflects Norfolk County Council's current strategic priorities in the DfT Major Road Network and Large Local Major funding programmes of West Winch Housing Access Road, Long Stratton Bypass, and the Norwich Western Link.
- 1.11 The member forum of Transport East agreed the Transport Strategy in July 2022 and this, together with its investment and delivery plan, was endorsed by the Cabinet in December 2022. The County Council continues to work with Transport East at an officer level to progress the strategy and to secure government support for investment in strategic transport for Norfolk and for the other partners.
- 1.12 National Highways are also bringing forward over £300m of major improvements to the A47. Last year, the Secretary of State (SoS) granted development consent for the Thickthorn junction improvement and the dualling of Blofield to North Burlingham and Easton to North Tuddenham sections of the A47, the latter providing a connection with the NWL. A legal challenge to the SoS decisions on all three of these schemes has since been made; and this is discussed further in Section 2.4 of this report.

2. Project Update

2.1 Scheme development

2.1.1 At its meeting of 4 July 2022 Cabinet received an update report outlining the development of the NWL to that time and resolved to approve the continued delivery of the NWL scheme, which included commencement of the non-statutory pre-planning application consultation and to delegate to the Executive Director of Community and Environmental Services in consultation with the Cabinet Member for Highways, Infrastructure & Transport, the authority to approve the details of an Addendum to the OBC. Since the last update report to Cabinet on 4 July 2022 key elements of work on the NWL scheme have included:

- (i) Development of the NWL scheme proposals to a position where a pre-application public consultation could be undertaken. The consultation was carried out between 15 August 2022 and 9 October 2022. Analysis of the pre-application consultation responses has been used to inform the proposals to be submitted within a planning application and supporting statutory orders. Details of the pre-application consultation are contained in Section 2.2 of this report.
- (ii) Development of the NWL scheme design proposals that would form a planning application submission. Ecological, ground investigation, archaeological and utility surveys have been completed, with the information obtained used to inform the proposals. Commencement of certain aspects of the NWL scheme's detailed design has been used to inform the development of the Environmental Statement, which will set out the likely environmental effects of the project and will form part of the planning application.
- (iii) Development of the essential environmental/ecological mitigation and enhancement proposals for flora and fauna identified as part of the Environmental Impact Assessment undertaken for the Environmental Statement. This has been achieved through discussion with key organisations and landowners. The work undertaken by the project team has identified additional areas beyond the mainline of the NWL for wider proposed enhancement and mitigation measures, the finalisation of which is expected to include approximately 42 acres of woodland and scrubland creation, 48 acres of woodland enhancement, 5.3 miles of hedge creation and enhancement, 45 acres of grassland creation and enhancement. Discussions regarding the opportunities for these mitigation and enhancement measures are on-going with landowners to examine the potential for entering into long term agreements to maintain the identified mitigation measures. This mitigation/enhancement is in addition to the environmental enhancement within the main line of the

NWL which is expected to include 53 acres of woodland creation and 6.8 miles of hedgerow creation that also includes new trees.

- (iv) Development of the documents that would support a planning application. The key documents include a Planning Statement, Environmental Statement, Habitats Regulations Assessment, Transport Assessment, and a Design and Access Statement. Additionally, the planning application would be supported by a Sustainable Transport Strategy that sets out the sustainable transport measures that would be delivered directly by the NWL, together with a package of wider complementary sustainable transport measures that would take advantage of the reduction in levels of vehicular traffic using local roads, once the NWL is in operation.
 - (v) Development of a draft Side Roads Order (SRO) and land acquisition Compulsory Purchase Order (CPO). This work includes developing the associated plans and schedules that will enable these statutory Orders to be made shortly after the completion and submission of the planning application. Once the statutory Orders have been made by the Council, they will need to be published (providing an opportunity for interested parties to object to them) and then submitted to the Secretary of State for Transport for confirmation. In the event that objections to the Orders are made and not withdrawn, the Orders may be subject to a public inquiry to facilitate the Secretary of State's consideration of them, prior to making a decision on whether or not to confirm the Orders.
- 2.1.2 In addition to progress outlined the above, an Addendum to the OBC, which included updated project details related to an alignment refinement and updated costs taking into account significant inflation increases, was submitted to the DfT in September 2022. The OBC and its Addendum set out the reasons why the Council believes the proposed NWL scheme should receive funding from the DfT's Large Local Majors (LLM) programme and an explanation of the five cases was set out in the June 2021 Cabinet report. However, to date there has been no Government announcement regarding approval of the OBC and as a result the Council's proposed way forward and the impacts of this proposal are set out within this Cabinet report.

2.2 Pre-Planning Application Consultation

- 2.2.1 At its meeting of 4 July 2022 Cabinet approved the commencement of the non-statutory pre-planning application consultation for the NWL scheme on the basis of the alignment reported to the meeting. The purpose of this consultation was to understand views on the NWL scheme proposals before finalising the design for a planning application submission.
- 2.2.2 The consultation provided information regarding the following key elements of the project:
- The design of the road and its structures, including the viaduct

- Environmental mitigation and enhancement measures
- Traffic mitigation measures

- 2.2.3 The local traffic mitigation measures were developed in discussion with local parish councils and are to be included as part of the main NWL scheme. Their effects in combination with the NWL itself have been assessed in the documents accompanying the planning application.
- 2.2.4 The pre-application consultation ran for 8 weeks between 15 August 2022 and 9 October 2022. This extended consultation period aimed to allow those taking holidays during the school summer break a chance to respond to the consultation.
- 2.2.5 A virtual consultation room was available throughout the consultation period, which included links to a consultation brochure, an Environmental Information Document, a fly-through video and an online questionnaire.
- 2.2.6 A copy of the consultation brochure and questionnaire are contained in Appendix A of this report.
- 2.2.7 In addition, four in person consultation events were held at the venues shown in the following table.

Location	Date and Time	Notes
Barnham Broom Village Hall	Friday 2 September 2022, 12-8pm	
The Costessey Centre – Stafford Hall	Friday 9 September 2022, 1-8pm	The consultation event at the Costessey Centre was rearranged to take place on Friday 30 September (1 - 8pm). The event was postponed as a mark of respect following the death of Her Majesty Queen Elizabeth II on Thursday 8 September.
Weston Longville – Hall for All	Thursday 15 September, 12-8pm	
Felthorpe Village Hall	Thursday 22 September, 12-8pm	

- 2.2.8 Due to the mourning period for Queen Elizabeth II, the consultation event at The Costessey Centre – Stafford Hall was postponed until Friday 30 September 2022. The change of date was advertised within the consultation virtual room, on the County Council's project webpage and via an email to the project's stakeholder distribution list.

2.2.9 Letters, along with hard copies of the consultation brochure and questionnaire, were sent to 8,190 properties within close proximity of the proposed route of the NWL scheme and the proposed traffic mitigation measures at that time. Letters containing leaflets and posters were also sent to clerks of the town and parish councils on the project's Local Liaison Group. Emails promoting the consultation and how people could find out more and participate in the consultation were sent to the project's stakeholder database which included the following:

- MPs
- county and district councilors
- local parish and town councils
- council chief executives
- relevant public sector bodies
- environmental agencies
- emergency services
- haulage companies
- walking and cycling groups
- wildlife groups
- bus companies
- campaign groups
- organisations and individuals who have previously expressed an interest in the project

2.2.10 Norfolk County Council's Facebook and Twitter accounts were used to promote the consultation and specific events. Press releases promoting the consultation were also issued.

2.2.11 Responses to the consultation could be made by:

- Completing the on-line questionnaire;
- Completing a paper questionnaire, and either handing it to officers at the consultation events or posting to a specific consultation mailing address;
- Emailing a specific consultation email address;
- Writing to a specific consultation mailing address.

2.2.12 The consultation received a total of 2322 responses, which included responses from 84 different groups or organisations. Such organisations included parish councils, district councils, businesses, landowners, local and national representative groups and statutory organisations.

2.2.13 The results of the consultation will be detailed in a Pre-application Consultation Report, which will form part of the planning application documents. Whilst preparation of these documents has progressed well, they will not be finalised until OBC approval has been confirmed and the subsequent date for the planning application is known. However, analysis of the responses received has been used to inform the design development and resulting changes to the NWL scheme proposals as a result of this analysis are outlined in Section 2.2.17 and 2.2.18 below.

Additional Attlebridge local consultation

- 2.2.14 In response to concerns raised during the consultation that forecast traffic flows through Attlebridge were still high even with the proposed prohibited right turn from Reepham Road into Station Road (to the north of Attlebridge), a revised proposal was developed to provide a 'prohibition of motor vehicles' restriction 'except for access' on Station Road (between Reepham Road and A1067 Fakenham Road) and Felthorpe Road (between Reepham Road and Station Road). The revised proposals at Attlebridge represented an increase in the restrictions to traffic from that originally proposed in the pre-application consultation. As a result, a further localised consultation on the revised proposal was undertaken between 13 December 2022 and 20 January 2023. This consisted of:
- A consultation letter and accompanying plans explaining the revised proposal, which was posted to 513 properties and parish councils in the vicinity of the proposals and the emergency services
 - Emails and plans sent to County Councillors and District Councillors whose electoral divisions were in the vicinity of the proposals
- 2.2.15 Consultees were able to respond to the localised consultation by using the same specific email address and postal mailing address used for the previous consultation.

Changes to the project following the consultations

- 2.2.16 Consideration of the pre-application consultation responses, which has included further dialogue with local representatives, has identified the following proposed changes to the traffic mitigation measures to be taken forward alongside the implementation of the NWL scheme:
- A significant number of consultation responses did not support the proposed closure of Barnham Broom Road, Carleton Forehoe, noting concerns about the impacts to businesses on the road and the suitability of the alternative routes that traffic would need to use. As a result the originally proposed Barnham Broom Road, Carleton Forehoe closure has been removed and replaced with traffic, HGV and speed management measures, including a proposed 20mph speed limit on the built-up length of the road closest to Tuttles Lane and a 40mph speed limit on the remainder of the road.
 - The originally proposed Dark Lane closure has been removed because the removal of the Barnham Broom Road, Carleton Forehoe closure does not then generate a change in traffic flows through the Dark Lane junction (at the B road 'Skipping Block Corner'). Therefore, justification, as part of the NWL scheme, for the land and/or Orders required to provide the turning head would be limited. However, it has been agreed to continue to work with the local communities to see whether measures separate from the NWL scheme can be delivered by agreement with the local communities and landowners.
 - As a result of the further localised consultation regarding the mitigation proposals for Attlebridge, the originally proposed prohibited right turn from

Reepham Road into Station Road (to the north of Attlebridge) will be replaced with a prohibition of motor vehicles restriction on Station Road (between Reepham Road and A1067 Fakenham Road) and Felthorpe Road (between Reepham Road and Station Road). This proposal was the subject of a further localised consultation as described in Section 2.2.15 above and it is intended to include it in the traffic mitigation proposals associated with the NWL. A phased approach to implementing the prohibition of motor vehicles will be adopted where, after opening the NWL, monitoring is completed (within 6 months) to assess actual traffic levels using Station Road and then, working with the communities, determine if actual traffic volumes confirm the need to move forward with its implementation.

- As a result of the consultation responses the originally proposed prohibited right turns at the Holt Road/Shortthorn Road junction (between Felthorpe and Stratton Strawless) are still intended to be included into the traffic mitigation proposals but, a phased approach to implementing the prohibited right turn bans will be adopted. This will see the speed management measures developed with the communities and introduced before the opening of the NWL. There will then be post NWL opening monitoring to determine with the communities (particularly Felthorpe) the impacts of actual traffic volumes before confirming the need to move forward with the implementation of the prohibited right turns;
- Whilst not included within the consultation details, an HGV 'access only' restriction on the existing B1535 has been discussed with local parish councils to ensure that any through HGV traffic uses the NWL to access to/from the A1067 and A47.

2.2.17 In addition to the revisions to the traffic mitigation proposals, further development of the NWL scheme, some of which has been informed by the pre-application consultation, has resulted in the following updates to the NWL scheme itself:

- The proposed bund heights along the western side of the NWL between Ringland Lane and The Broadway have been raised in order to provide a minimum of 4.5 metres effective screening from the carriageway and additional noise and visual mitigation for Weston Green and Weston Longville;
- The provision of a green bridge at the Nursery Woodland rather a landscaped bat crossing (reference to both was included in the consultation but further technical work has supported the green bridge solution);
- The provision of additional areas of woodland creations in the area of the road as essential mitigation but will also support biodiversity net gain (BNG);
- The provision of increased mitigation areas beyond the mainline of the NWL as outlined in Section 2.1.1 (iii) of this report, which will also support BNG;
- Refinement of the details and closure point locations linked to the various road closures proposed for the NWL scheme.

2.2.18 As a result of other comments received during the pre-application consultation a scheme of post opening traffic monitoring is being developed with monitoring on the key routes through villages within the vicinity of the NWL scheme and those already identified as part of the consultation documents.

2.2.19 The results of pre-application consultation, together with on-site environmental and ground investigation surveys, and key stakeholder dialogue are helping to develop the NWL scheme that will form the planning application. Work has been undertaken to assess the transport and environmental impacts of this scheme and the results are being reported in a Transport Assessment and Environmental Statement, which will also form part of the planning application. The planning application would be submitted as soon as is practicable after Government approval of the OBC. Section 4 of this report explains why it is not considered advisable to submit the application until this approval has been gained. Alternative options are considered in Section 5 of the report.

2.3 Side Road Orders and Compulsory Purchase Orders

2.3.1 A Side Roads Order (SRO) is the statutory process which authorises a highway authority to make alterations to other roads, highways and private means of access, to integrate a new road within the existing highway network.

2.3.2 An SRO will need to be made by the Council and confirmed by the Secretary of State for Transport to authorise:

- the stopping up, alteration, creation and improvement of highways which will connect with the new classified road (NWL mainline) to be delivered as part of the NWL scheme;
- to authorise the construction of new highways, the stopping up of private means of access, the provision of new private means of access and other associated works, including alterations to public rights of way,

2.3.3 The NWL scheme requires third party land, and the Council will continue to actively engage with landowners to seek agreement to acquire the land and interests in land required to deliver the NWL. However, given the number of affected landowners and the extent of the acquisitions required, it is considered unlikely that all the land required can be acquired by agreement within the timescales associated with the use of DfT funding. It is therefore anticipated that the Council will need to make a Compulsory Purchase Order (CPO), in parallel with seeking to acquire land by agreement, to ensure the timely delivery of the NWL scheme in the event that it does not prove possible to acquire all of the land required by agreement within the appropriate timescales.

2.3.4 It is anticipated that the CPO would be made under the Highways Act 1980, which provides powers to acquire land compulsorily for the purposes of constructing new highways and improving existing highways, for improving frontages to a highway or improving land adjoining or adjacent to a highway; for carrying out works authorised by a SRO (including creating new means of access to premises), using land in connection with the construction and

improvement of highways, including for the provision of working space and access to construction sites, and for the diversion of non-navigable watercourses; and for mitigating the adverse effects of the existence or use of highways including environmental and ecological mitigation.

- 2.3.5 The SRO and CPO schedules and plans have been significantly developed for the project and are at an advanced stage of preparation. However, they cannot be finalised until the finalisation of the planning application. As a result, they will also remain as drafts that will need to be kept under review and updated further in due course to accord with the details of the project as presented in the planning application submission.

2.4 National Highways A47 improvements update

- 2.4.1 Engagement with National Highways has continued to ensure the provision of an appropriate connection to the NWL at the Wood Lane junction of its proposed A47 Easton to North Tuddenham dualling scheme. The Development Consent Order (DCO) for National Highways' proposed A47 North Tuddenham to Easton Improvement Scheme includes provision for a connection with the NWL at the Wood Lane junction. The Secretary of State (SoS) confirmed this DCO on 12 August 2022.

- 2.4.2 The A47 North Tuddenham to Easton Improvement is one of three DCO projects that have now received development consent under the Planning Act 2008, the others being:

- A47 Blofield to North Burlingham Improvement (SoS decision on 22 June 2022);
- A47 - A11 Thickthorn Junction Improvement (SoS decision on 14 October 2022).

- 2.4.3 A legal challenge to the SoS decision on all three of these schemes has been made. The challenge mainly focuses on the way cumulative carbon assessments were carried out, along with local carbon plans, bat licences and the completeness of the briefings given to the Ministers prior to the decisions.

- 2.4.4 At a High Court hearing held on 14 December 2022 the judge granted permission for a substantive hearing to be held, mainly on the grounds of how cumulative carbon is assessed by government at a national level, so the case has progressed to a full judicial review. A second ground in relation to bat licences was not pursued. The High Court hearing took place 10 and 11 May 2023. It is not confirmed when the judgement will be issued, however this could be possible during June 2023 (and after this report was finalised and published). A verbal update will be provided to Cabinet if any details are confirmed ahead of the meeting.

- 2.4.5 The construction programme for the A47 North Tuddenham to Easton Improvement will not be finalised until the High Court judge's findings are

known, at which point any potential impacts on the NWL programme can be more fully considered. In the meantime the NWL project team have continued to work with National Highways to ensure that the detailed design of its scheme is compatible with the NWL scheme.

2.5 Outline Business Case Submission

- 2.5.1 The original Outline Business Case (OBC) for the NWL was submitted to DfT in June 2021 and is the second of three business case submission stages. It will be followed by the Full Business Case (FBC) if planning consent and statutory orders are confirmed.
- 2.5.2 The OBC sets out the reasons why the Council believes the proposed NWL scheme should receive funding from the DfT's LLM programme and an explanation of the five cases is set out in the June 2021 Cabinet report.
- 2.5.3 At its meeting of 4 July 2022 Cabinet was provided with a draft OBC Addendum, which described the changes to the original OBC submission resulting from the alignment refinement, revised delivery timescales and responded to significant changes in inflation assumptions. The Addendum provided updates to the Strategic, Economic, Financial, Commercial and Management Cases within the OBC.
- 2.5.4 The meeting approved the delegation to the Executive Director of Community and Environmental Services in consultation with the Cabinet Member for Highways, Infrastructure & Transport, the authority to approve the details of the final Addendum to the Outline Business Case, on the basis of the financial costs presented in the report to the meeting (see Section 6 below).
- 2.5.5 Following the delegated authority from the Executive Director of Community and Environmental Services the Addendum to the OBC was submitted to the DfT in September 2022. At the time of writing this report there has been no Government announcement regarding approval of the OBC.
- 2.5.6 Having approved the Strategic Outline Business Case in June 2020 and provided funding to support the development of the OBC as part of their Large Local Major projects and Major Road Networks programme, approval of the OBC by DfT would confirm the NWL Programme Entry status which would mean that the DfT would expect to fund the scheme subject to certain conditions, such as any necessary statutory powers being obtained and there being no significant changes to costs, scheme design or expected benefits.
- 2.5.7 As set out in the July 2022 Cabinet Report, Programme Entry does not guarantee funding or timing but gives authorities the confidence to proceed with the development and in particular to apply for the necessary statutory powers. It will be necessary to submit a Full Business Case to DfT once the statutory approvals have been confirmed.

- 2.5.8 A strong business case has been submitted to DfT and the NWL scheme is in the 'high' value for money category according to DfT criteria for a transport infrastructure project. There is no reason to suggest that the OBC will not be approved by DfT and it is understood that the NWL scheme is not the only major infrastructure project that is awaiting a business case funding decision from Government.
- 2.5.9 However, given that a decision from DfT is still awaited, it is proposed to reduce activity on the project for a period of up to 3 months at which point a further report will be brought to Cabinet. Should OBC approval be received during this period a report would be brought to Cabinet as soon as is practicable to seek approval to submit a planning application and to make and publish the associated SRO and CPO.

3. Impact of the Proposal

- 3.1 The delay to receiving OBC approval is impacting the delivery programme. In addition, the spend on the project is continuing with a degree of uncertainty on the timescales for the approval. It is therefore proposed in the short term to reduce the level of activity on the project. During this reduced level of activity the focus would be to continue with the overall management of the project and management of the contract with our design and build contractor. This would include completion of the necessary design to a sufficient level to progress through statutory process. There is a fine balance to be achieved between reducing spend potentially at risk, by slowing down the level of activity, but not undermining the potential to be ready to submit the planning application as soon as is practicable following the OBC decision. It should also be noted that the planning application documents would need to be reviewed and potentially updated, which, depending on the timing of the OBC decision and any implications to the project programme, could take a few months to complete.
- 3.2 A further report will be brought back to Cabinet to set out the programme implications following an announcement from Government in connection with the OBC when there will be more certainty on the completion of the planning application and its likely submission date. If a period of approximately 3 months elapses without confirmation of the OBC approval, then a report will be brought to Cabinet to outline any implications arising from such further delay.

4. Evidence and Reasons for Decision

- 4.1 There is no indication that the OBC will be not approved by Government and the business case for the NWL remains strong with the NWL scheme continuing to represent high value for money.
- 4.2 An approved OBC from Government would be an appropriate confirmation that funding for the NWL would be available to the County Council following the successful completion of the necessary statutory approval processes.

These processes include the planning application and the CPO and SRO. All are planned to be submitted (or in the case of the CPO and SRO, made, published and submitted to the Secretary of State for confirmation, if confirmation is required) in close succession, with the planning application being the first of these.

- 4.3 At the present time it is not possible to know which, if any, of these processes might result in a public inquiry. A planning application might be called in by the Secretary of State or if refused may need to be appealed, and either might lead to a public inquiry. A SRO or CPO may attract objections which may need to be considered at a public inquiry. If a public inquiry was needed for more than one of the processes, it would be preferable in terms of efficiency for there to be a single combined inquiry rather than different inquiries. However, co-ordinating different statutory processes so that they could allow, if necessary, for a combined inquiry will require the processes to proceed in step and within a linked timescale. If the timescales diverge, the holding of a combined inquiry becomes challenging and is a matter for determination by the Secretaries of State/Planning Inspectorate rather than a decision to be made by the County Council. For sound project management reasons it is therefore important that the processes do not get out of step.
- 4.4 The CPO process is the process most closely linked to the OBC decision. Without an approved OBC, or other evidence of funding, it would be very difficult to demonstrate that a CPO would meet all of the relevant policy tests, which include being able to demonstrate that if compulsory purchase powers are authorised, there would be no impediment to the implementation of those powers and that funding is likely to be available. In the absence of confirmed funding for the scheme, demonstrating compliance with these policy tests would be challenging.
- 4.5 As a result a reduction in levels of activity until the OBC decision has been made represents a balanced approach between reducing costs and maintaining the project so that it is well placed to submit a planning application as soon as is practicable after OBC approval is confirmed.

5. Alternative Options

- 5.1 The alternatives to a slowdown of activity on the project are discussed below.
- 5.2 Continue with the project and submit a planning application
- 5.2.1 While it is possible to progress planning and the statutory orders on different timescales; in relation to a scheme of the scale and level of complexity as the NWL, doing so would not be as procedurally efficient, especially with regard to managing any public inquiry that might be needed, and therefore cost efficient, as progressing them in tandem.
- 5.3 Stop work on the project completely

- 5.3.1 In July 2019, the project was confirmed as a regional priority by Transport East, and a Strategic Outline Business Case (SOBC) was submitted to the Department for Transport (DfT). The SOBC was approved on 15 May 2020 by the DfT enabling funding to support the submission of the Outline Business Case (OBC).
- 5.3.2 The NWL scheme is one of three priority infrastructure schemes for the County Council and stopping the project, or all current activity on the project, will either not deliver, or will further delay the delivery of the benefits it would provide as set out in the June 2021 Cabinet report, and reproduced below:
- There is a lack of strategic north-south and orbital connectivity between the A47 and the A1067, with only the A140 (outer ring road) and a relatively few low-standard rural local access roads linking the two.
 - Strategic employment sites to the north and west of Norwich, including Norwich Airport, have inadequate connectivity, increasing congestion and journey times, reducing productivity for businesses, and limiting their potential for targeted growth in future years.
 - Communities including Weston Longville, Hockering, Ringland, Costessey, and Taverham experience rat-running and inappropriate traffic, resulting in severance in these areas, directly impacting the quality of life of local residents from an environmental and safety perspective.
 - Norfolk's plans for both post-pandemic recovery and economic development are ambitious and are required to support the local economy. Over the next decade, Norfolk aims to have 57,000 new jobs, many of which are expected to be located in strategic employment sites. Tourism remains a core component of regeneration, with the promotion of the visitor economy part of the medium-term recovery efforts.
 - The NWL scheme will also support existing businesses and unlock opportunities for economic growth in Norwich by reducing traffic movements in and around the city. The NWL scheme is expected to reduce through movements from the outer ring road, freeing up capacity to better accommodate planned housing and employment growth, improve public transport journey times and reliability and the conditions for active travel.
 - The sustainable travel proposals fit with the aspirations of Transport for Norwich (TfN), which seeks a mode shift away from private cars and improvement in air quality, including the geographical linkage where the NWL scheme and TfN interface at the western fringe of Norwich. This offers an integrated approach which offers good synergy with wider sustainable transport proposals across Norwich.
 - Strategic road connectivity around northwest Norfolk is vital in achieving growth and recovery. The NWL scheme is designed to close the gap in the orbital network, strengthen the resilience of the surrounding routes, and provide better quality routes to the employment opportunities presented by more diverse development.

6. Financial Implications

- 6.1 At this time the overall budget for the project (£251m as reported to Cabinet at its meeting on 4 July 2022) has not been updated. A review of any budget implications will be reported to Cabinet following a Government decision on the OBC, which will provide more certainty on the project programme and any associated budget implications. There are significant allowances for risk and inflation within the project budget, as presented in July 2022, and these would need to be adjusted as part of the updating following the OBC decision. If a decision is not provided from DfT within the next 3 months of reduced activity (see 3.2 above), an assessment of any financial implications of an ongoing delay will be provided in the subsequent reporting to Cabinet.
- 6.2 During the period of reduced activity the project spend will be reduced as much as possible. However, there is a balance to enable the project to continue and be well placed to respond once OBC approval is confirmed. Up until the end of June 2023 the forecast scheme expenditure is £37.94m, including the net cost of property purchases to date. The introduction of reduced activity from the beginning of July would result in an anticipated spend for the three months until the end of September 2023 of around £3.67m, which includes allowances for the net cost of the Low Farm property purchase in July. This represents a reduction in project cost during the three month period of £2.12m. A further financial update will be provided in the report to Cabinet in approximately 3 months time.

7. Resource Implications

7.1 Staff:

- 7.1.1 The project has a dedicated delivery team provided by the in-house Infrastructure Delivery Team, which is supported by WSP (our highways service term consultants), specialist legal advisors (including nplaw), and contract administration and cost specialists. Following the award of the contract, Ferrovial Construction have been appointed as the design and build contractor for the NWL scheme.
- 7.1.2 Over the next 3 months the NWL project team would be reduced but maintained at a level that would enable the progression of key tasks necessary for the project delivery and to ensure the planning application could be submitted as soon as is reasonably practicable following a Government decision on the OBC.

7.2 Property:

- 7.2.1 None expected as a result of this report's recommendations.

7.3 IT:

- 7.3.1 None expected as a result of this report's recommendations.

8. Other Implications

8.1 Legal Implications:

- 8.1.1 None expected as a result of this report's recommendations

8.2 Human Rights Implications:

8.2.1 None expected as a result of this report's recommendations

8.3 Equality Impact Assessment (EqIA):

8.3.1 An EqIA has been produced and is periodically reviewed/updated. The latest version of the EQIA is available to view should Members wish to do so.

8.4 Data Protection Impact Assessments (DPIA):

8.4.1 None expected as a result of this report's recommendations.

8.5 Health and Safety Implications:

8.5.1 None expected as a result of this report's recommendations.

8.6 Sustainability Implications:

8.6.1 None expected as a result of this report's recommendations.

8.7 Any Other Implications:

8.7.1 None expected as a result of this report's recommendations.

9. Risk Implications / Assessment

9.1 As explained in the June 2021 and July 2022 Cabinet reports the project has some significant risks to its delivery. The project maintains a risk register to allow the project team to manage and mitigate these risks.

9.2 A summary of the current risk register is included within Appendix B of this report.

9.3 A summary of some of the key project risks was provided in the July 2022 Cabinet report. An update for some of those risks is provided below:

- The A47 North Tuddenham to Easton improvement scheme being promoted by National Highways as a Development Consent Order (DCO) includes provision for improvements to the A47 Wood Lane junction and the NWL scheme's future connection with that improved junction. The DCO has now been made by the Secretary of State, but this decision is the subject of a legal challenge. Should the challenge be successful as a result of any redetermination by the Secretary of State, and the A47 scheme is not brought forward for delivery, it would not be possible to progress the NWL scheme in its present form. Refer to Section 2.4 above.
- Programme delay due to insufficient time risk allowances in the project programme. The delay to the Government decision on the OBC approval will impact the submission of the planning application and draft statutory Orders and their subsequent approvals (refer to Section 3 above). Other programme risks include completion of pre-commencement activities and land access (e.g. for ecological mitigation works).

- Sufficiency of budget forecast and the programme for utility cost diversions. Early engagement is being undertaken with utility companies to determine the impacts of the NWL scheme on their services and agree mitigation proposals.
- Delay in the funding approval (OBC and/or FBC) from DfT, due to budget reviews and/or a general election being called, or other factors impacting the sign off of the business cases. DfT funding towards the NWL scheme is subject to final approvals of all statutory processes as set out in Section 2.5. Until the Full Business Case approval is granted by DfT there is a risk that NCC would not be able to proceed to the construction phase.
- The June 2021 Cabinet report explained that the planning application for the NWL will need to demonstrate that in bringing forward the NWL scheme, the Council is compliant with national and local policy; it will also need to have regard to any other material considerations relevant to the NWL scheme. The final decision for the decision makers will involve the drawing of a balance where the identified need and benefits of the project will be weighed against the adverse planning impacts, including environmental impacts.
- Similarly, further to the identification of ecological species present in the area, the project team will need to provide sufficient information to allow the planning authority to have regard to its Regulation 9 duty under the Habitats Regulations and its duties under the Natural Environment and Rural Communities Act 2006 and be able to determine that the grant of planning approval would not put it in breach of those duties.
- Notwithstanding the work that has been undertaken by the project team to develop and incorporate suitable mitigation measures for known ecological species present in the area, Natural England (NE) may request changes to the proposed mitigation measures or not agree to a protected species licence due to the failure to meet the Favourable Conservation Status (FCS) test where NE require to be satisfied 'that the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range' and/or the No Satisfactory Alternatives (NSA) and Purpose tests where all reasonable alternatives should be considered and discounted against the proposed solution. The Council as planning authority will need to consider the likelihood of a Licence being granted when determining whether or not to grant planning approval for the NWL scheme.
- In December 2022 Natural England added an area of woodland in the vicinity of the Norwich Western Link onto a shortlist for consideration for potential Site of Special Scientific Interest (SSSI) status. Inclusion on this short list is not a commitment to designate by Natural England and it is likely to take some time for it to determine if the woodland area should be designated as a SSSI. As a result of data collected by the Wensum Valley Barbastelles Research Project (a research project collaboration between Norfolk Wildlife Trust, the University of East Anglia and Wild Wings Ecology) Norfolk Wildlife Trust have advised the project team of a possible bat

maternity roost in the vicinity of the NWL scheme. Without access to the data used to support this advice the NWL project team is unable to verify it. The project team has requested access to the data on a number of occasions but has not been able to obtain it to date. The NWL specialist bat experts have carried out their own extensive bat surveys over four years, which have provided a good understanding of the presence of protected bat species in the area around the proposed route. The project has taken account of this in its design and mitigation measures that have been developed for the planning application.

10. Select Committee Comments

- 10.1 Not applicable, however the Project Team report regularly to the project Member Group.

11. Recommendations

1. Note the outcomes from the pre-application consultation and the changes to the project that have resulted from the consideration of the responses received to this consultation.
2. Note the design development of the NWL scheme that has allowed planning application documents to reach an advanced stage of preparation, but the application documents cannot be finalised until a date for submission of the application has been agreed.
3. To agree that a decision to submit a planning application and to make and submit statutory Orders to the Secretary of State for confirmation (where confirmation is required), should not be made until OBC approval has been announced by Government.
4. Note that whilst awaiting a decision in relation to the OBC the project will reduce levels of activity (for a period of approximately 3 months), following which a further report will be brought to Cabinet.
5. Agree that as soon as OBC approval is received, a further report will be presented to Cabinet to seek approval to submit a planning application and to make, publish and submit the associated statutory Orders to the Secretary of State for confirmation (where confirmation is required).

12. Background Papers

- 12.1 Links to previous committee papers:
- Cabinet Report 4 July 2022 – Follow this [link](#)
 - Scrutiny Committee 23 March 2022 – Follow this [link](#)
 - Cabinet 7 March 2022 – Follow this [link](#)
 - Scrutiny Committee 20 October 2021 – Follow this [link](#)
 - Scrutiny Committee 23 June 2021 – Follow this [link](#)
 - Cabinet 7 June 2021 – Follow this [link](#)
 - Council Meeting 7 June 2021 – Follow this [link](#)

- Cabinet 3 February 2020 – Follow this [link](#)
- Cabinet 15 July 2019 Follow this [link](#)
- EDT Committee 8 March 2019 – Follow this [link](#)
- EDT Committee 09 November 2018 – Follow this [link](#)
- EDT Committee 12 October 2018 – Follow this [link](#)
- EDT Committee 20 October 2017 – Follow this [link](#) (Reports tab)
- EDT Committee 15 September 2017 – Follow this [link](#)
- Business and Property Committee 08 September 2017 – Follow this [link](#)
- Council Meeting 12 December 2016 - Follow this [link](#)
- EDT Committee 08 July 2016 – Follow this [link](#)
- EDT Committee 18 September 2014 – Follow this [link](#)

12.2 Link to National Highways (formerly Highways England) Information:

- A47 North Tuddenham to Easton Improvement Scheme via this [link](#)
- DCO application for A47 North Tuddenham to Easton Improvement Scheme via this [link](#)

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