Interests Flowchart

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

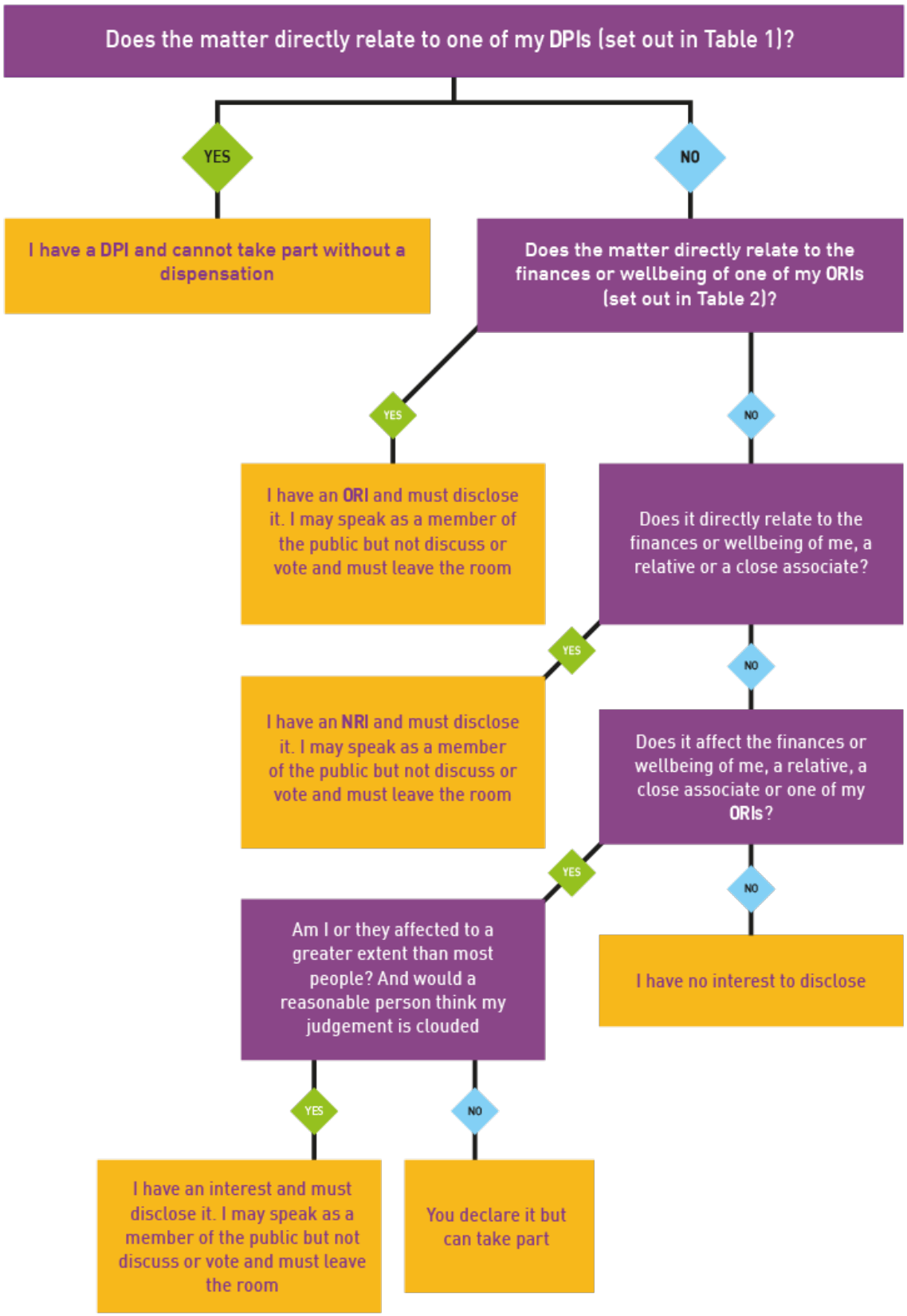

Table 1: Disclosable Pecuniary Interests

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

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

Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 13th February 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr L Douglass (Chairman)
Cllr G Britton
Cllr D Fahy
Cllr S Gurney
Cllr S Lowthorpe (co opted at item 5)
Cllr R Sear
Cllr D Britcher
Cllr I Duckett
Cllr R. Forder
Cllr A Lock
Cllr D Maidstone
Cllr S Smith

In attendance: Mrs F LeBon (Clerk) and eight members of the public.

Welcome by the Chairman – Cllr Douglass opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr Barker, Cllr Fahy, Cllr Holland and Cllr Johnson.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. Minutes from Full Council meeting held 9th January 2024

The Minutes of the Full Council meeting held on 9th January 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

A member of the public representing Hellesdon Horticultural Association advocated turning Plot 19 into a community allotment garden. It was noted that there was a previous proposal from the Horticultural Association in a similar form, but was withdrawn after the safeguarding and monitoring requirements were deemed too onerous. Cllr Maidstone invited the member of the public to attend the next meeting of the Playing Fields, Allotments and Amenities committee. The Clerk and Cllr Maidstone will arrange this meeting and advise the Horticultural Association of the date so that they can make representation. The Horticultural Association were encouraged to obtain further information on the safeguarding and monitoring of such a project.

A member of the public asked if the Parish Council could facilitate a signposting service for disabled people to obtain support. An email had been sent to Cllr Gurney previously about this which had enabled research into this. Cllr Gurney advised that Norfolk County Council has a signposting service based at Hellesdon Library.

A member of the public queried the lack of availability of the community centre on a Sunday, as he would like to bring a regular booking to the centre. This will be delegated to the Community Centre committee, with the member of the public being advised of the date.

Approved……

Date……

5. Governance

a) To Receive Nominees and Co Opt One Member to Hellesdon Parish Council

Cllr Gurney provided the meeting with a biography of Mr Shaun Lowthorpe and proposed that he be co opted on to Hellesdon Parish Council. This was seconded by Cllr Maidstone and carried. Mr Lowthorpe signed his Declaration of Acceptance of Office and took his place at the council table.

b) To Receive Update on By-Election

The by-election for the final vacant position had been called for 7th March 2024. The Statement of Persons nominated had been displayed in the parish and circulated to councillors.

6. Council Reports

a) To Receive Clerk's Written Report

This had been previously circulated. The Clerk added that the installation of the defibrillator at the parish hall had been chased. The Clerk is to find out if there has been an installation date agreed for the library bollards.

There was a query raised about the duration of the roadworks along Middletons Lane. Cllr Gurney advised that there had been some complications which had delayed the completion of the works. Cllr Britcher requested that the batteries on the traffic lights were changed on a more regular basis, especially over the weekend period.

Cllr Gurney reported that Cadent had advised that they would be doing works to the north of the parish in the near future.

The Clerk's report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District Council reports had been circulated.

Cllr Gurney, in her capacity as county councillor reported that:

- Part of her Members Grant would be spent on the replacement of two flashing 30mph vehicle activated signs for the Low Road. The remainder of the grant would be spent working in collaboration with the member for the Wensum Ward at Norwich City Council to install 30mph roundels on Low Road. A meeting is being arranged onsite for residents to meet with the Norfolk County Council member for Highways, Infrastructure and Transport.
- Repairs are underway on the Westgate roundabout. Patching has taken place and a permanent repair will follow.
- An announcement is imminent about the Cromer Road bus lane. Government guidance is awaited on bus lane usage, after which there will be a consultation about usage of the Cromer Road bus lane.
- The yellow pedal way is now through the planning and design stage and contact is being made with the relevant landowners.

c) Verbal Update from Chairman

There were no further updates in Cllr Johnson's absence

Cllr Britcher advised he could not provide a report on the Western Link until the official minutes from the last meeting were released. This will be an agenda item for the next meeting.

7. Financial Matters

a) Bank Reconciliation – January 2024

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

b) Earmarked reserves summary

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

c) Approval of Payments – January 2024

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

Approved……

Date……

d) Receipts – January 2024

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

e) Detailed Income and Expenditure 1st April 2023 – 31st January 2024

It was **AGREED** to note the details in this report**.**

f) To Receive Report and Agree Payment on aged (June 2020) invoice to Kompan for Play Equipment on Meadow Way and Recreation Ground

A report had been circulated about an aged invoice for £18,939.67 + VAT payable to Kompan, which was claimed at the time of the goods provided. The Clerk and Finance Officer had checked the details and confirmed that the invoice is valid and payable, despite its aged status. Payment of this invoice was **AGREED** after a proposal from Cllr Maidstone and a second from Cllr Britton.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 9th January 2024 and 23rd January 2024

The minutes and decisions arising from the Planning Committee meetings held on 9th and 23rd January 2024 had been circulated. Cllr Britton reported that the Parish Council had since been reconsulted on the planning application for the Broadland Snooker Centre, and had raised concerns about the proposed EV charging points which would take away from the already limited parking provision. It was **AGREED** to note the minutes and the decisions made**.**

9. Events Committee

a) To Receive Report on Through the Decades Event on 27th January 2024

A report was circulated about the profit made from this event. Cllr Douglass reported that the event was very well received and there is a desire for more events of a similar nature. This will be further discussed by the committee.

b) To Consider Purchase of Beacon to Commemorate D-Day 80 and Future Events

A report was circulated regarding the fabrication of a beacon by a local firm for D-Day 80. The beacon would be designed to fit in a sleeve in the ground so could be removed when not in use. It was **AGREED** to accept the quote of £808.50 + Vat and order a commemorative beacon.

10. Community Centre

a) To Receive Update report on WC Improvement Project

The drainage problems with the new WCs have been identified and will require either a replacement of the pipework to a 100mm straight waste pipe, or change the new DDA to a macerator system, with the latter being less disruptive to the running of the community centre on installation. The building contractor had quoted £2,972 for the macerator system. The tender price was £78,879, with the contract currently standing at £60,933 with only the cost of the drainage survey to be accounted for. It was **AGREED** after a proposal from Cllr Forder and a second from Cllr Smith, to proceed with the macerator system to resolve the drainage problems. The Clerk is to ensure that there is sufficient signage in the DDA toilet to ensure that wipes or other cosmetic items are not flushed down the toilet, which would risk damage to the macerator.

b) To Receive Update in West WC Refurbishment and Appoint Contractor, Subject to Grant Approval

The grant application form was reviewed. The Parish Council should be advised of the grant body's decision in late February, early March. It was **AGREED** to proceed with the project after a proposal from Cllr Gurney and a second from Cllr Sear, subject to grant approval.

11. Neighbourhood Plan

a) Receive Update on the Neighbourhood Plan

The minutes from the meeting of 15th January had been circulated. The Working Group had met again on 12th February, focussing on further ideas for policies and progressing the community

consultation. A survey will run from 1st to 31st March. People will be encouraged to fill in the survey online, but hard copies will be available in the parish office, community centre and other local establishments by agreement. It was noted that when the original Neighbourhood Plan was being devised, collection points had been made available around the parish for people to drop off to, but there had been no option of a digital survey at this time. A better option would be, for the limited amount of hard copies which would be sent out, to include a stamped addressed envelope for ease of return.
Drop in sessions will be held on Friday 22nd March and Saturday 23rd March between 10am and 4pm in the council chamber for residents to drop in and talk to councillors about the Neighbourhood Plan and complete the survey. The Clerk will email councillors to arrange a volunteer rota to man each drop in session.

12. Training

a) To Consider Attendees to the NPTS Essential Updates Seminar

The Clerk reported that The NPTS Essential Updates Seminar was very useful in 2023. This year the seminar will be held on 21st March between 10am and 3pm. The cost of this is £67.50 per delegate. The Clerk read out the list of speakers planned at the event. It was **AGREED** that Cllr Gurney, Cllr Lowthorpe and the Clerk will attend.

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 items 14 and 15 in view of the confidential nature of the business to be transacted. This was **AGREED** after a proposal from Cllr Britton and a second from Cllr Sear.

The Meeting was Closed to the Press and Public

14. Community Centre Outstanding Matters

a) To Consider Further Action to Bring Contract Works to a Close

The Clerk reported the latest position of the building contractor, as reported on companies house. Official correspondence is awaited.

Cllr Lowthorpe and Cllr Sear Declared Interests in Agenda Item 15 and Left the Meeting

15. Land Matter

a) To Consider Meeting Date

A delegation was **AGREED** to meet with representatives from the land owners.

The Meeting was Re-Opened to the Press and Public

16. Matters for the Next Agenda

Update report on the Western Link
Decisions of the Playing Fields, Allotments and Amenities Committee
Decisions of the Community Centre Committee

17. Time and Venue of Next Council meeting.

Tuesday 12th March 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.55pm

Approved……

Date……

Meeting of Hellesdon Parish Council

12th March 2024

Item 5. Governance

To fill vacant positions on committees

The following committees now have vacancies as a result of councillor resignations:

Committee	Number of Vacancies
Community Centre	1
Playing Fields, Allotments & Amenities	2
Community Café	1

Could members please consider volunteers to fill these vacancies.

AGENDA ITEM 6a

CLERK'S REPORT FOR COUNCIL MEETING
12th March 2024

ITEM	COMMENTS
Community Centre	Agenda items. The Government is consulting on the new Standard Tier proposals under Martyns Law. The document can be found here 05.02.24_Martyn_s_Law_Standard_Tier_Consultation_.pdf (publishing.service.gov.uk) The impact of Martyn's law is being promoted as cost neutral with no modifications required to the building. There will be training requirements but to date the extent of the training requirements are unknown. Much will depend on the design of each individual building.
Car Park – Community Centre	Library Bollard Scheme - The easement was completed on 8th December 2023. NPS to get an updated quote from the contractor due to the length of time between their original quote and now, and are awaiting an updated PO from NCC and then can instruct the contractor following this. Work is now due to commence on 18th March 2024.
Community Café and Fridge	With some additional pressure, the applications to Fareshare and Neighbourly have progressed. Neighbourly has accepted our application but advised that there are no slots currently available in the Norwich area due to high demand. However, we have accepted 'back up slots' from Aldi at Costessey. Fareshare has accepted our application and is currently seeking available slots, with training to commence on 15th February. We have been advised that supermarkets are now moving to evening only slots, which would mean a notification of collection being received at approx. 7pm for collection between 8.30pm – 9.30pm. This would limit the ability of Parish Council to control the collections and this would be taken to the Cafe Committee for consideration for the recruitment of a volunteer co-ordinator. Fareshare has inspected the site on 4th March and agreed that the fridge complies with the required hygiene standards. The account with Fareshare is now being finalised with the intention of being able to collect food donations soon. A volunteer policy and agreement is to be agreed by the Community Café Committee on 20th March to help facilitate the out of hours commitment this will generate.
Parish Council Offices Diamond Jubilee Lodge	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. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. A quote has been received for a Meeting Owl system at £1,574.06. 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.

Recreation Ground including Children's Play areas	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee.
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee.
Mountfield Park	No matters to report. The locking of the parks has been requested as an agenda item on the Playing Fields, Amenities and Allotments committee.
Cottinghams Park	Two areas of seating have been agreed by the Playing Fields, Allotments and Amenities Committee. The seats have been ordered.
Allotments	The electrical connection from the toilet block to the HAHA hut has been agreed.
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.
Community Apiary	The paper on whether honey from the apiary can be sold will be distributed for the next meeting of the Playing Fields, Amenities and Allotments committee.
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmon Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. Broadland Council has confirmed that they visited the site in October and found that the P1 open space is still fenced off, in contravention of the s106 agreement. They will be revisiting the site to see if this has been opened. The trigger point of 60% occupancy on P2 has not yet been reached. Broadland Council has been chased (5th February) with regards to the P1 open space availability. They advise that they awaiting a response from Persimmon. This has been chased again (4th March)
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will 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. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered.
Bus Shelters	The application under parish partnership for three bus shelters on Drayton High Road has been made. We will find out if the application has been successful in March 2024. Whilst the Parish Council has yet to be advised formally, press reports suggest that the application was successful.
Benches	No matters to report
War Memorial	No matters to report

Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October). Work has commenced on resurfacing the pathways on Neylond Crescent. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. Highways has been chased about the decision on the Parish Council taking on the additional alley ways of Links Avenue to Kinsale Avenue Meadow Way Woodland Road to Bernham Road Woodland Road to Hamond Road Hamond Road to Drayton High Road And also to finalise payment for: FP2 – Mountfield Ave to Samson Road FP1 – Links Ave to Berkley Close FP4 – Woodland Road to Yelverton Road FP5 - Drayton Wood Road to Woodland Close FP6 – Heath Close to Fifers Lane
Staffing	Agenda Item
Street Lighting	No matters to report
Events	Agenda Item
Meeting Dates	13th March 7pm – Playing Fields, Amenities and Allotments 20th March 3pm – Community Café 9th April – Full Council 15th April 7pm – Neighbourhood Plan Working Group
Health and Safety	The new defibrillator has been installed at the Parish Hall
Other Matters	A reminder that we still have items available as a result of the winter grants. Low Energy Wash Packs (consist of a bottle of dry shampoo, a microfibre hair towel to reduce hair drying time, soap and a flannel). Wearable snuggle blankets (in both adults and children's sizes) Thermal hats – men's, ladies and children's sizes available

	Thermal socks – Men's, ladies and children's sizes Thermal gloves – ages 6-7, 8-9 , 10-11 and 12-13 for children. Sizes s/m and l/xl for adults

Meeting of Hellesdon Parish Council

12th March 2024

Item 6 – Council Reports

Item b) To Receive Reports from District and County Councillors

District Council – Hellesdon North West

District Councillor Johnson, after a short spell in hospital, has attended full council and the planning committee meetings. One application related to a property in Hellesdon (60 Overbury Road) which related to a change of use from a garage to a treatment room. Temporary permission was granted for a year to enable the Local Authority to monitor the site and assess any potential impact in terms of parking/highway safety and impact on neighbouring amenity. His members' allowance portion for Friday Friends (£250) has been received by the Parish Council.

District Council – Hellesdon South East

Still no update from Whiffler

Northgate House, officers visited to check if people using Northgate House who live in the adjoining house. No feedback as yet.

Full council attended.

Quieter month for meetings. Communities, Housing, Planning Policy Development Panel to be attended on 06/03/24 and O&S Pre-Cabinet on 12/03/24.

Attended Personal Safety for Councillors (including online) training.

Attended LGA voting changes training.

Item 6c) To Receive any Updates from the Chairman

The Chairman has attended committee meetings at Hellesdon Parish Council. He is looking forward to welcoming the new members to the council at the meeting.

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

29/02/2024	Active Saver 4401	398,729.98	
29/02/2024	Business Current Account 2077	500.00	
29/02/2024	Petty Cash	148.74	
29/02/2024	Active Saver 7702	341,169.80	
29/02/2024	Active Saver 4503	82,202.69	
31/01/2024	Number 2 account 0958	0.00	
29/02/2024	Cafe float	100.00	
			822,851.21

Unpresented Payments

	599.44
	822,251.77

Receipts not on Bank Statement

	0.00
Closing Balance	**822,251.77**

All Cash & Bank Accounts

1	Current Bank Account	398,630.54
2	Petty Cash	148.74
3	Active Saver 7702	341,169.80
4	Active Saver Emergency 4503	82,202.69
5	Number 2 account	0.00
6	Cafe float	100.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**822,251.77**

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Play Equipment	8,787.01	11,212.99	20,000.00
321	EMR Site Fencing	257.40	742.60	1,000.00
322	EMR Machinery	5,701.00	14,299.00	20,000.00
323	EMR Hard Surface Area	5,000.00	61,500.00	66,500.00
324	EMR Premises/Furnishing	1,900.00		1,900.00
325	EMR CCTV	3,396.00	18,604.00	22,000.00
326	EMR Elections	7,403.70	-903.70	6,500.00
327	EMR War Memorial	4,380.00	120.00	4,500.00
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	580.00	4,750.00
334	EMR HEL2**	53,127.24		53,127.24
335	EMR Car Park/Paths at HCC	0.00	5,000.00	5,000.00
336	EMR Car Park Soakaway	0.00	10,000.00	10,000.00
337	EMR Driveway Sinkage	500.00	4,500.00	5,000.00
338	EMR Grit bins	1,203.62	-203.62	1,000.00
340	EMR PF Ownership signs	2,008.00	-499.55	1,508.45
341	EMR Precept Shortfall	13,190.00	-13,190.00	0.00
342	EMR Staff contingency payments	10,000.00		10,000.00
343	EMR Privet Hedge Driveway	500.00	-500.00	0.00
345	EMR Bus shelter	323.00	2,677.00	3,000.00
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	2,758.41	10,000.00
350	EMR Community Apiary & allotme	2.46	-2.46	0.00
351	EMR Events	2,054.80	445.20	2,500.00
352	EMR HCC extension	42,171.00	57,829.00	100,000.00
361	EMR CIL 23/24	0.00	62,242.78	62,242.78
362	EMR Comm fridge/cafe improves	0.00	1,686.68	1,686.68
363	EMR Neighbourhood Plan	0.00	10,000.00	10,000.00
364	EMR Rainwater Harvester	0.00	25,000.00	25,000.00
365	EMR Biodiversity duty	0.00	5,000.00	5,000.00
366	EMR Refurb Westward WC's	0.00	20,000.00	20,000.00
367	EMR DJL control panel	0.00	2,500.00	2,500.00
368	EMR AV in DJL	0.00	2,500.00	2,500.00
		248,761.66	**362,898.33**	**611,659.99**

List of Payments made between 01/02/2024 and 29/02/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/02/2024	Lacons Brewery Ltd	£738.06	wet purchases disco 27 Jan
01/02/2024	Trade UK	£26.72	frogtape green mask x 4
02/02/2024	Anglia Culinary Suppliers Ltd	£121.86	café purchases
02/02/2024	Ben Burgess Groundscare Equipm	£594.00	hire J Deere 4066R tractor
02/02/2024	Booker Ltd	£137.52	cleaners, wash up liquid, bleach, sugar
02/02/2024	Cash Tills Direct	£24.00	tele support cash register programming
02/02/2024	Easters Norwich Ltd	£116.50	café purchases/ free fruit & veg scheme
02/02/2024	Empower Services Ltd	£744.00	disconnect heater; elec inspect; check meter supply
02/02/2024	Facit Testing Ltd	£264.60	test & inspect portable appliances
02/02/2024	Glasdon UK Ltd	£37.02	brake spring double spaceliner
02/02/2024	Hugh Crane Equipment	£352.80	sebo automatic vacuum
02/02/2024	DJ Nik Grey	£200.00	Dj services disco 27 Jan
02/02/2024	Casual hire	£150.00	damage deposit refund 19/1
02/02/2024	Westcotec Ltd	£126.60	repair vehicle activated sign
02/02/2024	Microsoft Ireland Operations L	£946.08	M/soft licence 8 Dec -31 Mar
02/02/2024	Barclaycard Commercial	£160.00	party food residents party
02/02/2024	Barclaycard Commercial	£480.71	party food, dyno rod, café purchases
05/02/2024	Barclays Bank Plc	£51.15	commission 13 Dec-14 Jan
07/02/2024	Anglia Culinary Suppliers Ltd	£539.21	cafe purchases
07/02/2024	DD Health & Safety Supplies Lt	£65.33	safety boots caretaker
07/02/2024	Easters Norwich Ltd	£285.99	café/free fruit & veg
07/02/2024	mha Larking Gowen	£1,392.00	mid year interal audit fee
07/02/2024	Norse Commercial Services Ltd	£288.00	Locking parks Jan 24
07/02/2024	Osiris Technologies	£715.81	IT support
07/02/2024	Origin Amenity Solutions	£408.96	Enclean 6 ltrs tennis courts
07/02/2024	Xpose	£1,300.00	website development
07/02/2024	EEE 63	£93.60	mileage claim trade show 6 Feb
07/02/2024	UK Fuels Ltd	£26.97	diesel Jan 24
14/02/2024	Amazon.com	£176.78	batteries,bottle fixings,ice bucket/tongs,spirit pourers cake dividers,sharpies,d/washer cleaner pack, badges & post it notes
14/02/2024	The Calypso Coffee Company	£149.20	coffee capsules café
14/02/2024	Huws Gray Ridgeons	£17.56	cutting discs compost bin
14/02/2024	Just Regional Publishing	£420.00	Just Hellesdon advert 21 Feb
14/02/2024	Panks Engineers Ltd	£100.80	r/watrer harvester fault labour charge
14/02/2024	Casual Hire	£150.00	deposit refund
14/02/2024	EEE 62	£27.68	mileage claim 8 Feb
19/02/2024	Anglian Water Business (Nation	£459.67	water chges Nov- Jan 24
20/02/2024	Total Gas & Power	£2,021.28	gas DJL /HCCJan 24
22/02/2024	Total Gas & Power	£1,041.54	elec Jan HCC/DJL
22/02/2024	Total Gas & Power	£29.78	elec allotments Jan 24
22/02/2024	Total Gas & Power	£1,447.45	elec Jan 24 DJL
26/02/2024	Broadland District Council	£645.00	business rates office
27/02/2024	Anglian Water Business (Nation	£9.44	allotment chges 12 Nov 11 Feb

27/02/2024	Anglian Water Business (Nation	£23.69	water allots 12 Nov-11 Feb
28/02/2024	Anglia Culinary Suppliers Ltd	£270.60	cafe consumables/purchases
28/02/2024	Ben Burgess Groundscare Equipm	£39.29	PTO cover/guard chain
28/02/2024	Easters Norwich Ltd	£124.74	cafe purchases
28/02/2024	Empower Services Ltd	£246.00	repair faulty external lights
28/02/2024	Hugh Crane Equipment	£147.01	vacuum bags, roll/hand towels
28/02/2024	Monarch Signs Ltd	£228.00	signs M/Field,Cotts & M/W park
28/02/2024	Origin Amenity Solutions	£274.10	Euroflor flower mix 1 kg
28/02/2024	Taverham Nursery Centre	£106.89	farm manure 50 ltr
28/02/2024	Kompan Ltd	£22,727.60	play area Rec Grd
28/02/2024	Dale Wiseman	£60.00	presentation talk Friday Friends
		£41,331.59	

Cash Received between 01/02/2024 and 29/02/2024

Date	Cash Received from	Receipt Description	Receipt Total
01/02/2024	Allotment User	plot 4b rent	£31.68
01/02/2024	Casual Hire	Hire SW hall 7 Mar- 28 Mar	£84.96
01/02/2024	Casual Hire	Hire ML 30 Mar	£187.92
01/02/2024	Regular Hirer	HCC hires	£109.20
01/02/2024	Takings - Cafe	card receipts 1 Feb	£165.70
02/02/2024	Barclaycard	cash back Jan statement	£15.00
02/02/2024	Casual Hire	Hire SW 16 Mar	£84.24
02/02/2024	Events income	Disco ticket sales	£226.46
02/02/2024	Regular Hirer	HCC hires	£686.88
02/02/2024	Regular Hirer	HCC hires	£492.48
02/02/2024	Regular Hirer	HCC hires	£159.48
02/02/2024	Takings - Cafe	cash receipts 30 Jan - 2 Feb	£566.40
02/02/2024	Takings - Cafe	card receipts 2 Feb	£97.65
05/02/2024	Allotment User	plot 58 rent	£30.00
05/02/2024	Barclays Bank Plc	Loyalty reward 13 Dec- 14 Jan	£10.67
05/02/2024	Casual Hire	Hire SW hall	£29.16
05/02/2024	Regular Hirer	Hire OH room 3 Apr	£9.54
05/02/2024	Regular Hirer	HCC hires	£58.32
05/02/2024	Regular Hirer	HCC hires	£207.36
05/02/2024	Regular Hirer	HCC hires	£63.02
05/02/2024	Sports Hire	football training	£103.05
06/02/2024	Sports Hire	football training	£11.45
06/02/2024	Regular Hirer	HCC hires	£128.64
06/02/2024	Regular Hirer	HCC hires	£9.72
06/02/2024	Regular Hirer	HCC hires	£429.36
06/02/2024	Takings - Cafe	card receipts 6 Feb	£162.35
07/02/2024	Casual Hire	Hire ML 18 May	£74.52
07/02/2024	Casual Hire	Hire ML hall	£103.68
07/02/2024	Regular Hirer	HCC hires	£77.76
07/02/2024	Regular Hirer	HCC hires	£508.80
07/02/2024	Regular Hirer	HCC hires	£51.84
07/02/2024	Takings - Cafe	card receipts 7 Feb	£189.10
08/02/2024	Takings - Cafe	card receipts 8 Feb	£122.55
09/02/2024	Casual Hire	Hire OH room 16 Mar	£33.00
09/02/2024	Casual Hire	Hire WW room	£16.20
12/02/2024	Casual Hire	Hire SW 12 Feb	£29.16
12/02/2024	Sports Hire	Football pitch hire	£90.00
12/02/2024	Takings - Cafe	cash receipts 6-9 Feb	£635.70
12/02/2024	Sports Hire	Football pitch hire	£162.90
13/02/2024	Casual Hire	Hire SW room 8 Feb	£9.72
13/02/2024	Sports Hire	football training pitch hire	£11.45
13/02/2024	Regular Hirer	HCC hires	£52.68

13/02/2024	Takings - Cafe	card receipts 9 Feb	£74.10
13/02/2024	Takings - Cafe	card receipts 13 Feb	£189.25
14/02/2024	Barclays Bank Plc	refund o/charge 27 Dec	£20.00
14/02/2024	Casual Hire	Hire ML 24 Feb	£78.66
14/02/2024	Takings - Cafe	card receipts 14 Feb	£160.75
15/02/2024	Sports Hire	football pitch hitre	£45.00
15/02/2024	Regular Hirer	HCC hires	£136.08
15/02/2024	Regular Hirer	HCC hires	£240.76
15/02/2024	Regular Hirer	HCC hires	£243.00
15/02/2024	Takings - Cafe	card receipts 15 Feb	£136.90
16/02/2024	Allotment User	rent plot 96	£30.00
16/02/2024	Casual Hire	Hire ML Mar/Sep/Dec	£197.64
16/02/2024	Takings - Cafe	cash receipts 13-16 Feb	£79.40
19/02/2024	Casual Hire	Hire OH room 17 Feb	£9.00
19/02/2024	Casual Hire	Hire SW 19 Feb	£29.16
19/02/2024	Takings - Cafe	cash 13 -16 Feb	£585.90
20/02/2024	Sports Hire	football training area hire	£11.45
20/02/2024	Takings - Cafe	card receipts	£121.30
21/02/2024	Broadland District Council	Friday Friends grant	£250.00
21/02/2024	Takings - Cafe	card receipts	£173.85
22/02/2024	Casual Hire	Hire ML 2 Mar	£208.32
22/02/2024	Casual Hire	Hire SW hall 13 Apr	£51.84
22/02/2024	Takings - Cafe	card receipts	£98.00
23/02/2024	Casual Hire	OH room 24 Feb	£9.00
23/02/2024	Takings - Cafe	cash 20 Feb - 23 Feb	£590.90
23/02/2024	Takings - Cafe	card receipts	£85.00
26/02/2024	Casual Hire	Hire ML hall 1 Jun	£130.52
26/02/2024	Casual Hire	Hiew SW hall 26 Feb	£29.16
26/02/2024	Casual Hire	Hire SW hall 8 Jun	£156.25
26/02/2024	Casual Hire	Hire SW hall 4 May	£87.17
27/02/2024	Allotment User	rent plot 113	£26.25
27/02/2024	Sports Hire	football training	£11.45
27/02/2024	Regular Hirer	HCC hires	£43.74
27/02/2024	Takings - Cafe	card receipts	£221.75
28/02/2024	Takings - Cafe	card receipts 28 Feb	£118.95
29/02/2024	Regular Hirer	HCC hires	£90.00
29/02/2024	Regular Hirer	HCC hires	£77.76
29/02/2024	Regular Hirer	HCC hires	£51.84
29/02/2024	Regular Hirer	HCC hires	£271.20
29/02/2024	Regular Hirer	HCC hires	£563.76
29/02/2024	Regular Hirer	HCC hires	£285.12
29/02/2024	Takings - Cafe	card receipts 29 Feb	£163.20
			£12,513.13

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Community Centre								
1400	Community Centre Income	0	(28,600)	45,225	73,825			(63.2%)	
1410	Community Centre Inc ML Room	2,233	19,296	0	(19,296)			0.0%	
1415	Community Centre Inc SW Room	1,809	17,670	0	(17,670)			0.0%	
1420	Community Centre Inc OH Room	916	9,003	0	(9,003)			0.0%	
1425	Community Centre Inc Spr Room	44	747	0	(747)			0.0%	
1440	Community Centre Inc Ww Room	14	54	0	(54)			0.0%	
1445	Community centre kitchenette	99	926	0	(926)			0.0%	
1455	Community centre stage hire	19	112	0	(112)			0.0%	
1460	Hire of flasks	40	416	0	(416)			0.0%	
1470	Hire of urn	0	4	0	(4)			0.0%	
1475	Storage charge	75	655	0	(655)			0.0%	
1476	Rent old parish office	0	3,452	0	(3,452)			0.0%	
	Community Centre :- Income	**5,249**	**23,736**	**45,225**	**21,489**			**52.5%**	**0**
4070	Profess Fees/Agency Personnel	0	828	0	(828)		(828)	0.0%	
4150	Utilities & business rates	2,502	25,076	25,315	239		239	99.1%	
4250	PHS services	0	3,246	2,424	(822)		(822)	133.9%	
4295	Equipment - New/Replacement	0	5,785	1,897	(3,888)		(3,888)	304.9%	6,291
4300	Equipment-Repair/Maintenance	0	586	657	71		71	89.2%	
4435	Contingencies	0	0	5,000	5,000		5,000	0.0%	
4450	Inspections	0	786	661	(125)		(125)	118.8%	
4480	Memberships & Subscriptions	0	1,752	1,980	228		228	88.5%	
4560	Property Maintain/Replacement	597	4,238	1,589	(2,649)		(2,649)	266.7%	
4625	Senior Citizens club	249	330	0	(330)		(330)	0.0%	60
4630	Consumables	208	1,082	166	(916)		(916)	651.8%	
4635	cleaning agents/materials	11	2,328	900	(1,428)		(1,428)	258.7%	
4645	Warm room expenditure	0	159	0	(159)		(159)	0.0%	
4695	community centre redevelopment	0	9,941	0	(9,941)		(9,941)	0.0%	
4696	community centre WC project	0	82,890	0	(82,890)		(82,890)	0.0%	
	Community Centre :- Indirect Expenditure	**3,567**	**139,027**	**40,589**	**(98,438)**	**0**	**(98,438)**	**342.5%**	**6,351**
	Net Income over Expenditure	**1,682**	**(115,291)**	**4,636**	**119,927**				
6000	plus Transfer from EMR	0	5,351						
6001	less Transfer to EMR	0	1,000						
	Movement to/(from) Gen Reserve	**1,682**	**(110,940)**						
110	Administration								
1076	Precept	0	561,227	0	(561,227)			0.0%	9,350
1085	Grants received	250	32,894	0	(32,894)			0.0%	2,500

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1099	Community Infrastructure	0	142,377	0	(142,377)			0.0%	142,377
1370	Insurance recoveries	0	22,272	0	(22,272)			0.0%	
	Administration :- Income	**250**	**758,769**	**0**	**(758,769)**				**154,227**
4065	councillor training	135	260	(1,081)	(1,341)		(1,341)	(24.1%)	
4070	Profess Fees/Agency Personnel	0	0	5,950	5,950		5,950	0.0%	
4465	External Audit	0	2,100	1,750	(350)		(350)	120.0%	
4470	Internal Audit	0	2,740	2,981	241		241	91.9%	
4480	Memberships & Subscriptions	0	2,261	2,000	(261)		(261)	113.0%	
4550	Insurance	0	10,418	10,771	353		353	96.7%	
	Administration :- Indirect Expenditure	**135**	**17,780**	**22,371**	**4,591**	**0**	**4,591**	**79.5%**	**0**
	Net Income over Expenditure	**115**	**740,990**	**(22,371)**	**(763,361)**				
6001	less Transfer to EMR	0	154,227						
	Movement to/(from) Gen Reserve	**115**	**586,763**						
120	Staff								
4000	Admin Staff	7,187	78,804	124,884	46,080		46,080	63.1%	
4010	Groundstaff	5,630	62,632	79,682	17,050		17,050	78.6%	
4020	Care Takers	5,015	52,709	63,861	11,152		11,152	82.5%	
4025	Cafe Staff	2,345	22,106	29,868	7,762		7,762	74.0%	
4040	PAYE	3,786	42,871	0	(42,871)		(42,871)	0.0%	
4045	Pension Scheme	4,906	53,464	43,993	(9,471)		(9,471)	121.5%	
4055	Staff training	68	739	4,000	3,262		3,262	18.5%	
4070	Profess Fees/Agency Personnel	0	252	0	(252)		(252)	0.0%	
4080	Employer NI	1,981	21,948	25,139	3,191		3,191	87.3%	
4090	Protective clothing/workwear	0	1,534	3,405	1,871		1,871	45.1%	
4480	Memberships & Subscriptions	0	0	353	353		353	0.0%	
	Staff :- Indirect Expenditure	**30,918**	**337,059**	**375,185**	**38,126**	**0**	**38,126**	**89.8%**	**0**
	Net Expenditure	**(30,918)**	**(337,059)**	**(375,185)**	**(38,126)**				
130	Council Office								
1355	Provision of training	0	630	0	(630)			0.0%	
1360	Electricity FIT	0	330	666	336			49.6%	
1365	Misc office income	0	8	0	(8)			0.0%	
1375	Misc refund	0	1,034	0	(1,034)			0.0%	
1490	Misc donations received	0	191	0	(191)			0.0%	
	Council Office :- Income	**0**	**2,194**	**666**	**(1,528)**			**329.4%**	**0**
4112	Advertising	0	0	343	343		343	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4150	Utilities & business rates	2,362	14,283	14,843	560		560	96.2%	
4250	PHS services	0	56	56	1		1	99.1%	
4295	Equipment - New/Replacement	0	899	3,671	2,772		2,772	24.5%	
4400	Chairman's Budget	0	62	1,694	1,632		1,632	3.7%	
4405	Expense/Mileage Members	0	0	100	100		100	0.0%	
4410	Expense/Mileage Staff	121	142	100	(42)		(42)	141.7%	
4415	Refreshments	24	372	287	(85)		(85)	129.7%	
4420	Telephone and Broadband	274	2,689	3,398	709		709	79.1%	
4425	IT Support and Maintenance	393	4,449	5,006	557		557	88.9%	
4430	Photocopier	0	794	2,498	1,704		1,704	31.8%	
4435	Contingencies	0	30	100	70		70	30.0%	
4440	Stationery	10	717	543	(174)		(174)	132.0%	
4445	Postage	0	117	60	(57)		(57)	195.8%	
4450	Inspections	0	630	661	31		31	95.3%	
4485	Other Licences/Fees	0	2,803	3,116	313		313	90.0%	
4500	PWLB	0	43,095	43,094	(1)		(1)	100.0%	
4560	Property Maintain/Replacement	84	3,284	3,874	590		590	84.8%	
4565	Elections/Parish Poll	0	6,689	4,500	(2,189)		(2,189)	148.6%	6,689
4570	Church Grass Cutting Contribut	0	1,500	800	(700)		(700)	187.5%	
4595	Misc contributions	0	50	200	150		150	25.0%	
4605	Grants awarded	0	500	0	(500)		(500)	0.0%	500
4630	Consumables	8	8	210	202		202	3.9%	
4635	cleaning agents/materials	0	10	106	96		96	9.4%	
4646	Winter warmer expenditure	25	1,396	0	(1,396)		(1,396)	0.0%	
	Council Office :- Indirect Expenditure	**3,302**	**84,575**	**89,260**	**4,685**	**0**	**4,685**	**94.8%**	**7,189**
	Net Income over Expenditure	**(3,302)**	**(82,381)**	**(88,594)**	**(6,213)**				
6000	plus Transfer from EMR	0	7,189						
	Movement to/(from) Gen Reserve	**(3,302)**	**(75,192)**						
140	Neighbourhood Plan								
4600	Neighbourhood Plan	0	350	0	(350)		(350)	0.0%	
	Neighbourhood Plan :- Indirect Expenditure	**0**	**350**	**0**	**(350)**	**0**	**(350)**		**0**
	Net Expenditure	**0**	**(350)**	**0**	**350**				
150	Investment								
1080	Bank Interest Received	0	7,541	80	(7,461)			9426.0%	
1090	Monthly Loyalty Rewards	11	90	10	(80)			902.5%	
1091	Cash back rebates	13	49	0	(49)			0.0%	
	Investment :- Income	**23**	**7,680**	**90**	**(7,590)**			**8533.8%**	**0**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060	Bank Charges & card fees	80	894	318	(576)		(576)	281.1%	
	Investment :- Indirect Expenditure	**80**	**894**	**318**	**(576)**	**0**	**(576)**	**281.1%**	**0**
	Net Income over Expenditure	**(57)**	**6,786**	**(228)**	**(7,014)**				
160	Planning								
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)**				
170	Health and Safety								
4135	Consultancy Fees	0	1,996	2,995	999		999	66.7%	
4140	Defibrillator	0	801	340	(461)		(461)	235.6%	750
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**	**2,930**	**3,498**	**568**	**0**	**568**	**83.8%**	**750**
	Net Expenditure	**0**	**(2,930)**	**(3,498)**	**(568)**				
6000	plus Transfer from EMR	0	750						
	Movement to/(from) Gen Reserve	**0**	**(2,180)**						
180	Media and Communications								
4105	Newsletter-Printing/Distributi	350	4,390	5,634	1,244		1,244	77.9%	
4110	Website and Emails	1,307	2,282	1,071	(1,211)	1,034	(2,246)	309.7%	
4155	IT Infrastructure	0	0	2,000	2,000		2,000	0.0%	
4460	CCTV	0	4,823	1,450	(3,373)		(3,373)	332.6%	
4685	Noticeboards	0	0	1,484	1,484		1,484	0.0%	
	Media and Communications :- Indirect Expenditure	**1,657**	**11,495**	**11,639**	**144**	**1,034**	**(891)**	**107.7%**	**0**
	Net Expenditure	**(1,657)**	**(11,495)**	**(11,639)**	**(144)**				
190	Stores								
4150	Utilities & business rates	0	1,546	1,546	0		0	100.0%	
	Stores :- Indirect Expenditure	**0**	**1,546**	**1,546**	**0**	**0**	**0**	**100.0%**	**0**
	Net Expenditure	**0**	**(1,546)**	**(1,546)**	**(0)**				
195	Tractor Shed								
4150	Utilities & business rates	0	3,301	3,301	0		0	100.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4450	Inspections	0	450	585	135		135	76.9%	
4460	CCTV	0	0	198	198		198	0.0%	
4560	Property Maintain/Replacement	0	418	0	(418)		(418)	0.0%	
	Tractor Shed :- Indirect Expenditure	**0**	**4,169**	**4,084**	**(85)**	**0**	**(85)**	**102.1%**	**0**
	Net Expenditure	**0**	**(4,169)**	**(4,084)**	**85**				
200	Residents' Parties								
4115	Consumable- Food/Beverage	160	436	550	114		114	79.2%	
4120	Over 65 Entertainment	0	325	325	0		0	100.0%	
4630	Consumables	0	54	125	71		71	43.6%	
	Residents' Parties :- Indirect Expenditure	**160**	**815**	**1,000**	**185**	**0**	**185**	**81.5%**	**0**
	Net Expenditure	**(160)**	**(815)**	**(1,000)**	**(185)**				
205	Events								
1480	Events income	189	2,699	550	(2,149)			490.7%	
	Events :- Income	**189**	**2,699**	**550**	**(2,149)**			**490.7%**	**0**
4122	Events	81	3,584	3,000	(584)		(584)	119.5%	
	Events :- Indirect Expenditure	**81**	**3,584**	**3,000**	**(584)**	**0**	**(584)**	**119.5%**	**0**
	Net Income over Expenditure	**108**	**(885)**	**(2,450)**	**(1,565)**				
210	Grounds								
1200	Football Hire Charges	248	2,216	1,270	(946)			174.5%	
1210	Football Training Area Hire	62	1,228	1,134	(94)			108.3%	
1215	Grass cutting agreement	0	16,407	15,000	(1,407)			109.4%	
1270	Floodlights Income	0	13	0	(13)			0.0%	
	Grounds :- Income	**310**	**19,864**	**17,404**	**(2,460)**			**114.1%**	**0**
4195	Keys/Locks	0	211	465	254		254	45.3%	
4200	Locking parks	0	2,568	2,244	(324)		(324)	114.4%	
4210	Emptying Bins/Fresheners	0	5,112	5,112	0		0	100.0%	
4215	Seats - Repair/Replacement	0	0	1,000	1,000		1,000	0.0%	
4220	Signage - New/Replacement	190	690	0	(690)		(690)	0.0%	500
4225	Floodlights Maintenance/Repair	0	0	2,556	2,556	1,700	856	66.5%	
4245	Highway grass verge cutting	0	8,911	9,641	730		730	92.4%	
4255	Skip hire	0	1,040	1,583	543		543	65.7%	
4260	Shrub/Tree/Hedge	317	381	500	119		119	76.2%	
4270	Fertilisers/Weed & Moss Killer	0	1,279	1,845	566		566	69.3%	
4275	Contractor Spray	0	0	1,906	1,906		1,906	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4295	Equipment - New/Replacement	0	222	396	174		174	56.0%	
4320	Small tools	0	452	1,000	548		548	45.2%	
4325	fence repairs	0	3,373	5,000	1,627		1,627	67.5%	
4435	Contingencies	817	2,680	2,880	200		200	93.1%	
4630	Consumables	0	3	0	(3)		(3)	0.0%	
	Grounds :- Indirect Expenditure	**1,325**	**26,921**	**36,128**	**9,207**	**1,700**	**7,507**	**79.2%**	**500**
	Net Income over Expenditure	**(1,014)**	**(7,057)**	**(18,724)**	**(11,667)**				
6000	plus Transfer from EMR	0	500						
	Movement to/(from) Gen Reserve	**(1,014)**	**(6,558)**						
220	Machinery and Vehicles								
4160	Repairs/Maintenance	33	840	815	(25)		(25)	103.0%	
4265	Fuel	76	1,698	3,030	1,332		1,332	56.0%	
4290	Servicing	0	2,582	7,682	5,100		5,100	33.6%	
4295	Equipment - New/Replacement	0	24,945	12,288	(12,657)		(12,657)	203.0%	13,432
4310	Hire of Machinery & vehicles	495	5,445	6,940	1,495		1,495	78.5%	
4680	Depreciation	0	0	1,000	1,000		1,000	0.0%	
	Machinery and Vehicles :- Indirect Expenditure	**604**	**35,510**	**31,755**	**(3,755)**	**0**	**(3,755)**	**111.8%**	**13,432**
	Net Expenditure	**(604)**	**(35,510)**	**(31,755)**	**3,755**				
6000	plus Transfer from EMR	0	13,432						
	Movement to/(from) Gen Reserve	**(604)**	**(22,078)**						
230	Trees								
4240	Emergency Work	0	0	1,589	1,589	945	644	59.5%	
4455	work & inspections	0	2,300	7,683	5,383	220	5,163	32.8%	
	Trees :- Indirect Expenditure	**0**	**2,300**	**9,272**	**6,972**	**1,165**	**5,807**	**37.4%**	**0**
	Net Expenditure	**0**	**(2,300)**	**(9,272)**	**(6,972)**				
240	Allotments								
1100	Allotment Income	116	3,476	4,389	913			79.2%	
1110	Water Recharge	3	427	0	(427)			0.0%	
1115	Pest control Recharge	5	460	0	(460)			0.0%	
1125	Apiary honey sales	0	84	0	(84)			0.0%	
	Allotments :- Income	**123**	**4,447**	**4,389**	**(58)**			**101.3%**	**0**
4145	Landowner Rent	0	1,506	1,444	(62)		(62)	104.3%	
4150	Utilities & business rates	61	901	1,329	428		428	67.8%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170	Pest Control	0	570	470	(100)		(100)	121.3%	
4390	Materials	0	0	430	430		430	0.0%	
4560	Property Maintain/Replacement	(817)	147	1,100	953		953	13.4%	
	Allotments :- Indirect Expenditure	**(756)**	**3,125**	**4,773**	**1,648**	**0**	**1,648**	**65.5%**	**0**
	Net Income over Expenditure	**879**	**1,322**	**(384)**	**(1,706)**				
250	Play Areas								
4295	Equipment - New/Replacement	18,940	19,730	0	(19,730)		(19,730)	0.0%	
4300	Equipment-Repair/Maintenance	0	1,661	1,846	185		185	90.0%	
4450	Inspections	0	274	279	5		5	98.2%	
	Play Areas :- Indirect Expenditure	**18,940**	**21,665**	**2,125**	**(19,540)**	**0**	**(19,540)**	**1019.5%**	**0**
	Net Expenditure	**(18,940)**	**(21,665)**	**(2,125)**	**19,540**				
255	Hard Courts and Car Park								
1225	Outside courts	0	1,501	2,200	699			68.2%	
	Hard Courts and Car Park :- Income	**0**	**1,501**	**2,200**	**699**			**68.2%**	**0**
4340	Surface - Repair	0	0	1,500	1,500		1,500	0.0%	
4345	Surface Clean Chemicals	0	341	100	(241)		(241)	340.8%	
4560	Property Maintain/Replacement	0	695	1,500	805		805	46.3%	
4580	Car Park/ Pathways	0	0	1,000	1,000		1,000	0.0%	
	Hard Courts and Car Park :- Indirect Expenditure	**0**	**1,036**	**4,100**	**3,064**	**0**	**3,064**	**25.3%**	**0**
	Net Income over Expenditure	**0**	**466**	**(1,900)**	**(2,366)**				
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	700	1,908	1,208		1,208	36.7%	
	Bowling Green :- Indirect Expenditure	**0**	**700**	**2,130**	**1,430**	**0**	**1,430**	**32.9%**	**0**
	Net Income over Expenditure	**0**	**1,100**	**(330)**	**(1,430)**				
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)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
270	Traffic Highways/Environment								
1350	Parish Partnership grant	0	3,995	2,510	(1,485)			159.2%	
	Traffic Highways/Environment :- Income	**0**	**3,995**	**2,510**	**(1,485)**			**159.2%**	**0**
4650	SAM	0	909	953	44		44	95.4%	
4655	Bus Shelters	0	0	500	500		500	0.0%	
4670	Parish Partnership Scheme	0	7,990	5,020	(2,970)		(2,970)	159.2%	
	Traffic Highways/Environment :- Indirect Expenditure	**0**	**8,899**	**6,473**	**(2,426)**	**0**	**(2,426)**	**137.5%**	**0**
	Net Income over Expenditure	**0**	**(4,904)**	**(3,963)**	**941**				
300	Cafe								
1500	Café Income	4,133	26,635	25,000	(1,635)			106.5%	
	Cafe :- Income	**4,133**	**26,635**	**25,000**	**(1,635)**			**106.5%**	**0**
1610	cafe capital costs	0	297	0	(297)		(297)	0.0%	
4070	Profess Fees/Agency Personnel	0	400	0	(400)		(400)	0.0%	
4295	Equipment - New/Replacement	0	11	0	(11)		(11)	0.0%	
4630	Consumables	75	1,293	0	(1,293)		(1,293)	0.0%	
4635	cleaning agents/materials	0	311	0	(311)		(311)	0.0%	
4710	Café Purchases	1,339	12,862	11,115	(1,747)		(1,747)	115.7%	22
4711	Community fridge/ fruit & veg	26	422	0	(422)		(422)	0.0%	
	Cafe :- Indirect Expenditure	**1,441**	**15,595**	**11,115**	**(4,480)**	**0**	**(4,480)**	**140.3%**	**22**
	Net Income over Expenditure	**2,692**	**11,040**	**13,885**	**2,845**				
6000	plus Transfer from EMR	0	22						
	Movement to/(from) Gen Reserve	**2,692**	**11,062**						
	Grand Totals:- Income	**10,277**	**853,321**	**99,834**	**(753,487)**			**854.7%**	
	Expenditure	**61,453**	**719,976**	**661,061**	**(58,915)**	**3,899**	**(62,815)**	**109.5%**	
	Net Income over Expenditure	**(51,176)**	**133,345**	**(561,227)**	**(694,572)**				
	plus Transfer from EMR	**0**	**27,244**						
	less Transfer to EMR	**0**	**155,227**						
	Movement to/(from) Gen Reserve	**(51,176)**	**5,362**						

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

Minutes of the meeting of the Planning Committee held on Tuesday 13th February 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr I. Duckett
Cllr R. Forder (Substitute for Cllr B. Johnson)
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance
Cllr S. Gurney
Mrs F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

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

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

3. **To receive approval of minutes of the committee meeting held on 23rd January 2024**
   Minutes of 23rd January 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **General Matters/Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations were agreed:

Application	Response to Consultation
2024/0171 116 Links Avenue, NR6 5PG Flat roof rear extension.	No objections
2023/3758 Broadland Snooker Centre Change of use from snooker hall to commercial and retail space under Class E., with internal alterations, external upgraded with additional	Hellesdon Parish Council remains supportive of bringing this disused building back into action, but remains concerned about the level of parking on site which is in the control of the applicant. NCC Highways has already acknowledged that the

Approved.....

Date.....

glazing, formalisation of parking on site with disabled and bicycle parking, electric charging point(s), atm, delivery returns locker(s), and the provision for outdoor plant and storage area.	number of parking spaces is below the Norfolk Parking Standards and the applicant proposes to add one EV charging point, with an additional three to be added in the future. The proposal is for retail, on a site with opening hours that suggest customers would be likely to be spending 5-15 minutes in the establishment. EV charging points would be blocking spaces for customers on the site, which would add to the problem of already insufficient parking within the applicant's control and lead to tension with existing retailers on the site. It was noted that this application had been called in by the Ward Member to be determine by Broadland Council's Planning Committee.
2024/0166 3 Kinsale Avenue, NR6 5SG Single storey rear extension.	No objections
2023/3279 2 - 3 Blackberry Court Sweet Briar Retail Park, NR6 5DH Use of existing building for purposes within class E Application, Change of Use	No objections
2023/3126 127 - 129 Reepham Road, NR6 5LY Change of use and extensions to 2 x C3 dwellings to 9 self contained C2 supported housing units, with 24hour onsite care.	Original objections made on 14th November are still maintained. The amendments in the application are so slight they have made negligible difference to the adverse impact on the amenity of neighbouring properties and highway safety.
2024/0297 100 Links Avenue Hellesdon Norfolk NR6 5PG Two storey rear extension	Objection on the grounds of the height of the proposal being overdevelopment of the site and the number of windows at higher level overlooking the neighbouring property. This will have an advise impact on the neighbouring property contrary to policy GC4 (iv) of the local plan.

7. Exchange of Information
No matters raised

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 27th February 2024 at 6.15pm.

The meeting closed at 6.40pm.

Approved.....

Date.....

DRAFT

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

Minutes of the meeting of the Planning Committee held on Tuesday 27th February 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr B. Johnson(Chairman)
Cllr I. Duckett
Cllr R. Forder (Substitute for Cllr D. Maidstone)
Cllr S. Holland

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chair welcomed all to the meeting.

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

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

3. **To receive approval of minutes of the committee meeting held on 13th February 2024**
   Minutes of 13th February 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Johnson.

4. **Public Participation**
   No matters raised.

5. **General Matters/Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2023/2490 331 Drayton High Road, NR6 5AA Erection of building to be used as a care facility (use class C2) with associated landscaping scheme and car parking for young adults following demolition of existing bungalow	Previous objections of over development still maintained. Scale of development contrary to policy GC4 (ii) New entrance/egress now situated on Devon Avenue is unsuitable due to proximity to T junction and being on a narrow road. Opposite there is also the entrance / egress to another commercial property, compounding traffic issues. Contrary to policy TS3.

Approved.....

Date.....

	The proposal is to remove mature trees. There is also a significant loss of garden space as the annexe is being built in the garden. The landscaping proposal does not mitigate the net biodiversity loss. Contrary to Policy EN1
2023/3414 14 Vera Road, NR6 5HU Single Storey rear extension to form additional living accommodation for parents.	The original decision not to object to the application was still retained, subject to the annexe remaining an integral part of the main dwelling, and it not be used for commercial purposes.
2024/0396 22 Hamond Road, NR6 5RR Demolish existing rear attached lean-to and erection of single storey rear extension with pitched roof	No objections.

7. Items for the Next Agenda
No matters raised

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 12th March 2024 at 6.15pm.

The meeting closed at 6.40pm.

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL

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

Minutes of the Meeting of Hellesdon Events Committee Monday 27th February 2024, 7pm in the Council Chamber

Present at the Meeting
Cllr L. Douglass (Chairman)
Cllr D. Britcher
Cllr R. Forder
Cllr B. Johnson
Cllr S. Smith

Also in attendance
F. LeBon – Clerk, and one member of the public

The Chairman welcomed all attendees, and opened the meeting at 7pm

1. Apologies and acceptance for absence
Apologies were received from Cllr Gurney.

2. Declarations of Interest and Dispensations
No declarations were made or dispensations requested.

3. Approval of the Minutes
The minutes of the meeting of the 8th January 2024 had been circulated. These were **AGREED** as a true and accurate record of the meeting.

4. Public Participation (as permitted by Standing Order 3.d & 5.k. xiii)
A representative from The Limes Care Home advised that their Christmas Fayre had been arranged so as not to clash with the Senior Citizens Christmas Party so that local people can benefit from both events. When the posters for the Christmas Fayre, to be held on 14th December between 2.30pm and 4.30pm, are available copies can be passed to the Parish Council to assist with promotion.

5. Review of Past Events

a. Through the Decades

Cllr Smith reported that this was very well received and the profit made shows a good business case for future events. A vote of thanks was given to all volunteers and staff that made the event happen.
Going forward, the following will be put in place to increase the popularity of future events:

- Eventbrite set up when tickets are launched.
- Facebook event set up at the earliest opportunity. Also create an event for Hellesdon Life and Events so all local events can be found easily.
- Create a mailing list that people can subscribe to for future events.

6. Update and Further Consideration for Upcoming Events.

a. Drag Bingo

The organisers have agreed that Hellesdon Parish Council can run the bar. Cllrs Douglass and Smith will co-ordinate the volunteer helpers for this.

Approved…….....

Date.....

The Clerk will arrange for the Temporary License.
Drinks order will be agreed at the next meeting. The clerk will amend the till to include prosecco options and wine by the bottle.

b. D – Day 80

There had been a very limited response to local D-Day stories. Although the Parish Council had agreed to the purchase of a beacon, the price after a full specification was sent had almost trebled, therefore this was not felt to be acceptable. The Clerk will approach other fabricators, however concerns were raised over the late time of when the beacon would be lit due to this being a summer event. This would be difficult for families to attend due to the late time on a school night.
Contact had been made with a local gentleman who could provide log books for flight missions and photos. This is to be pursued, with the intention of creating an exhibition based event in the community centre.
The Parish Council will continue to appeal for other local stories.

c. Summer Fayre

Advertising is to begin for this event. Posters had been designed.
A list of confirmed stall holders is in place, and those who had not yet completed the formal paperwork are being chased.
The plan for the field worked well last year, so would be adopted for this year, subject to the final stall holder list.
Cllr Sear is to be contacted about the number of vintage cars he can arrange to bring on the day.
The police are to be contacted to ensure they are available for the event, as they we very well received last year. They may be in a position to bring police dogs or police horses this year.
Cllr Forder will provide details of a possible fire engine that may be able to attend.

7. Items for the next agenda

Arrangements for drinks order for 20th April
D-Day 80
Summer Fayre
Another Parish Council run event – to be run in between the Summer Faye and Christmas.

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

Tuesday 2nd April 2024 at 7pm

The meeting closed at 7.45pm

DRAFT

Approved…….....

Date.....

HELLESDON PARISH COUNCIL

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

Minutes of Hellesdon Community Centre Committee meeting
Monday 4th March 2024, 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge

DRAFT

Present
Cllr N. Barker
Cllr R. Forder
Cllr S. Gurney
Cllr D. Maidstone
Cllr S. Smith
Cllr B. Johnson (ex officio)

Also in attendance:
Mrs F. LeBon (Parish Clerk), Mr K. Sage (Facilities Manager) and two members of the public.

Welcome

Cllr Forder welcomed all attendees to the meeting and read out the rules relating to openness and transparency.

1. **Apologies and Acceptance for Absence**
No apologies received.

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

3. **Approval of the Minutes from the Meeting of 25th October 2023**
The minutes of the committee meeting dated 25th October 2023 had been previously circulated. These were **AGREED.**

4. **Public Participation** (as permitted by Standing Order 3.d & 5.k. xiii)
Members of the public asked permission from the committee for the community centre to open on a Sunday. They would like a regular booking between midday and 3pm for the Church of Pentecost. After a query from Cllr Gurney, they gave a detailed description of the way the Church of Pentecost operates and what the requirements would be of Hellesdon Community Centre.

5. **To Consider Sunday Opening of Hellesdon Community Centre**
A report had been sent to members detailing the opportunities available for Sunday opening and also other considerations including staffing. Sunday opening would include one caretaking shift (7.30pm to 3.30pm) which would allow for the parks to be opened and the centre to be open from 8.30am to 3pm. Contractors

would still be required for the closing of the parks. It was **AGREED** to open on a Sunday after a proposal from Cllr Maidstone and a second from Cllr Barker. The matter will be raised to the staffing committee which will meet on 6th March.
The target date for this will be the beginning of April.

6. Building Maintenance and Improvements

a) To Receive Update Report on closure of Building Works

Subsequent to the main contractor going in to liquidation, the Parish Council is now working with the QS appointed by the liquidator to create a proposal whereby the works to the ML wooden flooring and the Alto flooring in the corridor will be remediated and paid for from the retention held by the Parish Council, and the balance being returned to the liquidator.
Disappointment was expressed that the main contractor had not remediated these areas to a satisfactory standard as part of their insurance claim.
A price had been received for the remediation of the wooden flooring and the price on the Altro flooring had been requested. Other factors to be considered as part of the claim to the liquidator would be staff time as part of the liquidation process and loss of income when remedial work is being done.

b) To Receive Updates on WC Projects

The macerator works to the disabled toilet have been instructed. The contractor is to return to complete the outstanding snags which are the replacement of 2 cubicle doors, the replacement of the vanity unit in the ladies (damaged by the plumber) and the reinstatement of panelling in ladies.
The project remains within budget. Retention is being held which will only be released when the snags have been completed to the satisfaction of the Project Manager.
There is still revenue money to spend before the 15th March, therefore an advertisement will be placed in the EDP to promote the centre and a facebook campaign will be initiated.

A decision on the grant application made to Broadland Council's Pride in Place Fund to improve the west toilets is expected in mid March. If successful a timeline will be obtained from the successful contractor and arranged at such time that will be of least inconvenience to the hirers of the community centre.

c) To Consider Phase 2 of the Fire Door Replacement Project

Phase 1 of the Fire Door Replacement Project is just about complete, with only the making good and the decoration of the frames to be completed. This has compartmentalised the community centre into 4 sections. The next phase of the project is proposed to divide the ML from the foyer. This would involve the removal of the existing double doors and installation of 2no. double fire doors. It would also involve some remedial work to the glass area of the ML. When the area was originally inspected by the fire door assessor, discussions occurred about the possibility of putting fire proof panels around the existing windows. This would also help alleviate the complaints about people observing classes from the foyer.
It was **AGREED** to seek quotes for this next phase.

d) To Consider Installation of Permanent Mirror Ball and Associated Lighting

Following the success of the temporary lighting scheme at the Through the Decades event, it was **AGREED** that a more permanent lighting solution would be required. This would be not only for future events, but could be of benefit to private hirers, although always under the control of the caretaking staff. This would increase the marketability of the centre.
One quote had been obtained. Cllr Smith has sought a second quote.

e) To Consider Signage to the Front of the Community Centre

the Clerk reported that this matter was originally discussed when the community centre was being refurbished. It was hoped that one of the contractors would pay for new lettering to the front of the community centre, which would be lit at night. On finalising the contract, a contribution of £1,500 was received, which did not cover the quote which was for £4,320 + VAT.

It was **AGREED** to seek alternative quotes based upon unlit, solid lettering but with spotlights in the soffit to highlight the lettering after dark. This could be linked to a PIR and timeclock.
The Clerk is to check whether planning permission would be required.

f) To Consider Improved Literature Display in the Community Centre Foyer

The literature display table often looks cluttered and takes up a lot of space in the foyer. Options were provided for alternative literature displays. It was **AGREED** that a rotating literature display at a cost of £81.96 be purchased.

g) To Consider Donation of Some Aged Tables and Chairs to HAHA for the Hut Project

The Clerk reported that an approach has been made for a donation of tables and chairs to the HAHA Hut. It was feasible that the community centre would have some aged furniture in the new financial year when the budget allowed the centre to purchase new tables. It was **AGREED** in principle that that 2 tables and 12 chairs could be donated, but the Clerk should check the amount required with HAHA.

7. Legislation and Regulations

a) To Receive Update on Martyn's Law

The Clerk reported that the under the most recent government proposals, the community centre would be deemed as a 'standard tier' premises under the Terrorism (Protection of Premises) Bill. The requirements for a standard tier premises are anticipated to be:

- Notify the Regulator that they are, or have become, responsible for premises within scope of the Bill (and so subject to the relevant requirements).
- Have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack. These relate only to the procedures to be followed by people working at the premises in the event of an attack occurring or being suspected as about to occur. As the procedural measures are about procedures for responding to an attack or suspected attack, it is not expected or required that physical alterations be undertaken or additional equipment purchased for the premises. These procedures that may be expected, so far as reasonably practicable, to reduce harm to the public and staff at the premises in the event of a terrorist attack. This will include procedures for:
  - Evacuation – how to get people out of the building,
  - Invacuation - how to bring people into the premises to keep them safe, or move them to safe parts of the building,
  - Lockdown - how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access, and
  - Communication - how to alert staff and customers and move people away from danger.
- There is no requirement to complete a specified form (the 'Standard Terrorism Evaluation') for Standard Tier premises or ensure that people working at the premises are given any specific training. However, as part of putting in place the procedural measures, workers will need to be sufficiently instructed or trained to carry them out effectively.

It was noted that there would be no government funding for this as there would be no expectation to physically modify the community centre. It was also uncertain as to how regulations would impact the Summer Fayre.
Discussions occurred as to the effectiveness to prevent terrorism, but some requirements would benefit the community centre as a result of more localised threats.
More information from the Home Office will be communicated to the committee when available.

b) To Receive Report on Section 156 of the Building Safety Act 2022

The Clerk reported that Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces.

This will be passed to the PP&R committee as it applies to all buildings operated by the Parish Council.

8. Items for the Next Agenda

Prices for community centre signage.
Prices for a permanent mirror ball.
Update on Sunday opening.

Cllr Gurney requested an update on the community fridge. The Clerk advised that Fareshare would be inspecting the premises on 5th March. After this the Parish Council should be able to receive distributions from local establishments. However, these distributions are likely to be on evenings and weekends so cannot be managed from the parish office. A volunteer policy and agreement is to be considered by the Community Café committee on 20th March.

The Clerk advised that the office would start to collect data on bookings refused due to non availability, as evidence of the need for an extension.

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

To be confirmed

Meeting closed at 8.25pm

DRAFT

Approved……

Date……

Hellesdon Community Centre Committee 4th March 2024

Meeting of Hellesdon Parish Council

12th March 2024

Item 11 – Hellesdon Neighbourhood Plan

The Neighbourhood Plan Consultation survey launched on 1st March and will run until 31st March. The survey is available online at:

https://www.smartsurvey.co.uk/s/Hellesdon/

or by accessing the below QR Code:

Hard copy surveys are available from the community centre and parish office and drop off points are also available in these locations.

For those unable to access the surveys this way, they are welcome to contact the parish office and a hard copy will be posted out along with a SAE for return.

Since the last working group meeting, the following meetings have taken place:

AECOM regarding Housing Needs Assessment

On 15th February a representative from Collective Community Planning and the Clerk met with AECOM to discuss their technical work on a Housing Needs Assessment for the parish. This will be a topdown desktop analysis with no need to visit the parish.

They will look at historic data from 2011-2021 and also future projections. They will look at aspects of housing need such as:

- Tenure and affordability.
- Typical cost of a dwelling.
- Affordability vs average incomes.
- When different tenures become affordable.
- Availability of first homes (homes at a 30 – 40% discount).
- Need for affordable rental (for people where this is the only option).
- Affordable demand for home ownership.
- Specialist housing for older people (75+)

- Demographic calculations and projections. This will create an indicative house size mix.

At the time of the meeting, there were 57 households in needs of 1 bedroom accommodation and 15 in need of 2 bedroom.

AECOM were made aware of the impending closure of the asylum hotel and the impact this may have on housing need.

The timeline for the HNA is approximately 14-16 weeks in total. The draft report will take 6-8 weeks but will then go through various degrees of checking, including to the parish for comment, before finally being signed off.

AECOM and Broadland Council regarding Design Codes

On 20th February a representative from Collective Community Planning and the Clerk met with planning policy officers from Broadland Council to discuss initial ideas about design codes.

Broadland Council raised concerns about HEL1 (the hospital site) and HEL2 (Persimmon) as varying levels of design already exist for these sites and there were concerns over tensions. The initial advice from Broadland Council was to keep the Neighbourhood Plan design policies generic to avoid tensions. Concerns were raised over this advice as Hellesdon Parish Council has not been privy to preapplication discussions on HEL1, and there remains uncertainty over the build out of HEL2, therefore the Neighbourhood Plan could be working round a design that may never come to fruition.

Discussions occurred about respecting existing landscapes and the views from certain directions (such as over the Wensum Valley). Boundary treatments such as hedgerows were also discussed.

The landscape of Drayton High Road was discussed as perhaps the most important of all the arterial roads in Hellesdon, as it is less built up than the Reepham or Cromer Road.

We discussed defining character areas, and this is something that AECOM will assist with when they visit.

We also discussed ecology policies (eg: Swift boxes) and biodiversity net gain on smaller sites.

An offer was made to Broadland Council to attend the meeting with AECOM when they attend site.

Later on 20th February a representative from Collective Community Planning and the Clerk met with AECOM to discuss initial design ideas. We discussed matters raised in the earlier meeting with Broadland Council. HEL1 and HEL2 will be checked for any initial design codes that our design codes will need to be sensitive to.

We discussed existing development and the impact of extensions / improvements and ensuring that these designs do not impact on the community, particularly in relation to parking.

We await some date(s) from AECOM as to when they will be able to visit the parish. They will start with a meeting with the Working Group to discuss initial ideas and concerns, and then visit specific areas in the parish.

Networking Meeting With Broadland Council and other Neighbourhood Plan Groups

On 28th February the Chairman and the Clerk attended a networking meeting arranged by Broadland Council.

As part of this meeting, presentations were given on:

Public Health & Neighbourhood Plans – by Keith Mawson from Norfolk County Council

He discussed the key factors that can impact health. Whilst the obvious factors are access to healthcare facilities such as doctors and dentists, other factors such as access to good housing, access to open space, access to social situations and improvement of income were also discussed.

Biodiversity – by Adam Banham from Broadland District & South Norfolk Councils

He discussed the new legislation with developers having to demonstrate a biodiversity 10% net gain. This legislation was only brought into place in February 2024, so the practicalities of implementing the policy are still evolving.

It is unknown how this will impact the Persimmon site, with outline permission being granted in 2015, but with reserved matters on 4 phases still to be determined.

The working group will be meeting on 11th March to finalise the details of manning the consultation displays on 22nd and 23rd March.

Meeting of Hellesdon Parish Council

12th March 2024

Item 12 'Chatty Bench' to Reduce Social Isolation ()

a) To Consider Working with Age UK and The People Kit to site a 'Chatty Bench' within Hellesdon Parish

On 8th February Cllr Maidstone, in his position as Chair of the Playing Fields, Allotments and Amenities Committee, and The Clerk met with representatives of Age UK and The People Kit to discuss the concept of a 'Chatty Bench' in Hellesdon to help reduce social isolation.

It is proposed that The People Kit pay for the bench and then Age UK (Norwich) would promote the bench advertised as a safe place to sit and have a chat with someone who you didn't necessarily know. The idea being it would help forge local connections. If successful, Age UK (Norwich) would look to extend across the city, as it would complement their work on making Norwich an Age Friendly City.

Prior to the meeting, it was thought that the bench could be sited somewhere on the Recreation Ground. However, as part of the site visit it was established that a much better place would be at the front of Diamond Jubilee Lodge, within the garden. This would have the following benefits:

- Be integrated within the complex and not exposed.
- Screened from the car park by vegetation.
- Under CCTV surveillance for safety.
- Regular staff footfall for safety.
- Has a regular passing footfall Monday – Friday for people to say 'hello'.
- Provides a 'step' between isolation and social activities based within the community centre and the library.
- More accessible to the council to help with understanding of parishioner needs and to signpost for further support.

Guidance has been given about the bench required (eg: recycled plastic for longevity and arm rests to help the elderly get up) and also what would be required as a concrete pad for fixing in.

It is recommended that, once installed, the bench is transferred to the Parish Council so that it can be maintained as part of our assets. It can remain as being a promotional tool of Age UK.

Environment, Transport & Development Department
Minutes of Meeting

Norwich Western Link & A47 North Tuddenham to Easton Local Liaison Group (LLG)

Held on: Wednesday 7th February 2024 Time: 18:00pm

Venue: Costessey Centre

Present:	Job Title/Organisation:
Cllr Graham Plant (GP)	Cabinet Member for Highways, Infrastructure and Transport, Norfolk County Council (meeting Chair)
Mark Kemp (MK)	Norwich Western Link (NWL) Project Manager, Norfolk County Council (NCC)
Susie Lockwood (SL)	NWL Communications Lead, NCC
Nikki Rowley-Todd (NR)	A47 Senior Project Manager, National Highways (NH)
Rob Norman	A47 Project Manager – Blofield Scheme, NH
Paula Cuthbertson	NWL Transport Planning Lead, WSP
Jim Freeman	Galliford Try Stakeholder Manager
Matt Sapsford	Ferrovial Construction
Sara Harrold	Barford & Wramplingham Parish Council
Bob Harvey (BH)	Barnham Broom Parish Council
John Cowan	Barnham Broom Parish Council
Peter Markham	Bawburgh and Great Melton Parish Councils
Jenny McCluskey (JMc)	Costessey Town Council
Graham Everett (GE)	Drayton Parish Council
David Lewis	Easton Parish Council
Martin Dickinson	Felthorpe Parish Council
David Britcher (DB)	Hellesdon Parish Council
Mark Kenney (MKe)	Honingham Parish Council
Ryan Harvey	Honingham Parish Council
Shaun Harvey	Honingham Parish Council
Jane Fraser	Kimberley and Carleton Forehoe Parish Council
Graham Mann	Kimberley and Carleton Forehoe Parish Council
John Morse (JM)	Marlingford & Colton Parish Council
David Piper	Mattishall Parish Council
John Hurst (JH)	Morton-on-the-Hill Parish Council
Mike Smith	North Tuddenham Parish Council
Clare Morton (CM)	Weston Longville Parish Council
Ben Conway (BC)	Yaxham Parish Council
Paul Bone	Yaxham Parish Council
Minute Taker:	
Hattie Gibbs	Senior Transport Planner (WSP)

1.0	**Apologies**
	Martin Howard – Stratton Strawless Parish Council Janet Latchford – Taverham Parish Council Nick Adams – Ringland Parish Council Kevin Hurn – Wymondham Town Council Ruth Horton – Weston Longville Parish Council
2.0	**Minutes of Previous Meeting**
	A previous action was for NH to meet with representatives from Morton-on-the-Hill and Weston Longville Parish Councils. NR requested the contact details to organise this meeting. NR promoted the NH scheme inbox for parish councils to contact the project team for a meeting - a47northtuddenhamtoeastonris@nationalhighways.co.uk. A second action was a request from JMc for the origins and destinations of traffic using Longwater Lane - this work is almost complete. **ACTION: Feedback will be provided to JMc directly by mid-February.** A third action was a request for MK to ask the Bat Advisory Panel about potential effects of car headlights on bats and their food source and whether this has been considered in the NWL proposals. MK – This was discussed with the Bat Advisory Panel – and an update provided on the presentation slides. MK - The December 2023 Cabinet Report appended plans which covered the ecological mitigation areas developed as part of the project. The ecological mitigation area includes for habitat creation and improvement, which will help with the bat core-sustenance zones. JMc – Questioned if the specific behaviour of the barbastelle bats was studied? MK – Yes we have. There are reports published on the NCC website and a chapter within the Environmental Statement (ES) to be submitted as part of the planning application which will cover the detail on the bats. JH – Highlighted that the NWL will improve the situation for bats through Morton-on-the-Hill, as it will reduce the traffic on Marl Hill Road and B1535. MK – We will create ecological areas as part of the Proposed Scheme which will be set out within the ES. JMc – Have you looked at other parts of the world where bats are impacted by a road scheme? MK – We have specialists within the Bat Advisory Panel, who are well informed of other studies and data. JMc – Have they met with Dr Charlottle Packman? MK – The Bat Advisory Panel and the NWL team have met with Dr Packman. We agree that there is a large bat population within the study area which will be documented within the ES; this is substantiated through the surveys undertaken by the project team. Dr Packman has shared outcomes of the survey work, but she has not shared the specific detail of the data behind her findings. However, the planning application has been informed by our own extensive ecological surveys spanning several years. Previous minutes agreed as an accurate record.
3.0	**National Highways Progress Update**
	See presentation slides for further detail. NR – The Appeal meeting was held on 16 January 2024 and National Highways are awaiting the outcome, prior to starting activity on site. Exact timescales for the outcome are unknown, could be six to eight weeks from the hearing date but could also be longer. GE – Could there be a further challenge if the current appeal is awarded in National

	Highways' favour? NR – Yes, it could go to the Supreme Court and National Highways are taking legal advice on the way forward. MKe – Would works currently undertaken on site have to be re-instated, if the Appeal is awarded against National Highways? NR – the majority of works completed so far are reversible works or surveys such as archaeology or ecological mitigation. The most significant element of works completed to date island excavated for a High-Pressure Gas Main, however, work is required to understand how this would impact the DCO. Mke –Shouldn't the two road schemes [NWL and North Tuddenham to Easton dualling] open together? There will be an impact on the local roads with the delay between the two schemes. GP – It is important to start as soon as possible to reduce costs and have a plan in place to protect the local areas as far as possible in the interim. JMc – There will be extra traffic through Costessey during the period when the A47 is open and the NWL is not yet complete, is there temporary mitigation planned to mitigate this? GP – We will consider traffic mitigation where it's necessary and possible. SL – We do not know the current programme that NH are now working to, so we don't know how the timetables for the two projects will align. JM – Has the flooding of the construction site at Honingham now been minimised? NR – There have been extremely heavy rainfall events that have caused the flood issues and a number of temporary measures have been installed. The NH operations department have also installed additional measures to be reactivated should further flooding events occur. MKe – Why were the ditches not discharging to the river? NR – There was silt runoff which was blocking the culvert. A silt barrier has been placed over it, to prevent the silt build up and the NH team are carrying out regular maintenance of the culvert. MKe – Will the old A47 that will be in place following construction, be protected from flooding events? NR – Yes. BC – Why have the scheme costs risen, when material prices have been coming down? GP – Inflation has caused an increase to the building costs. MK – This is not being seen in the marketplace and the costs have increased and so scheme costs have increased. NR – Agree that inflation has added to the rise in the scheme costs. NR – The timescales for an Appeal if it was taken to the Supreme Court are unknown as there are no set timescales. MK – If it does go to the Supreme Court, that is the final opportunity to appeal, there are no other avenues for appeal.
4.0	**Norwich Western Link Progress Update**
	See presentation slides for further detail. MK provided the project update. A report was published in November 2023 and taken to Cabinet in December 2023, which included a number of detailed plans, showing the scheme that has been developed for submission as part of the planning application. A plan showing ecological mitigation areas proposed as part of the scheme was also included. The programme was updated from the previous version people will have seen, due in part to the time taken for DfT to approve the Outline Business Case (*see presentation slides for proposed programme for the NWL)*. MK – Although not guaranteed the NWL Project Team expect that a Public Inquiry will be held. Therefore, allowances have been made in the programme for this.

JMc – Will there be a public consultation when the planning application is submitted? MK – Yes, this will be a statutory consultation run by the local planning authority to collect responses from Statutory Bodies and members of the public. All the planning application documents will be published by the local planning authority as part of the consultation. SL – The LLG will be made aware when the planning application has been published and on how you can view and provide feedback on the proposals to the local planning authority. MK – It is the responsibility of NCC as the local planning authority to conduct the consultation and so feedback should be submitted to them, not to the NWL project team. Therefore, once the planning application has been submitted, it is expected that communication from the project team will reduce.
GE – How long is the statutory consultation period? MK – Usually 4-6 weeks. The accompanying Side Roads Order (SRO) and the Compulsory Purchase Order (CPO) will have their own statutory consultation period to collect feedback – usually around 4-6 weeks. Comments on the SRO and CPO will go back to central government to process, rather than NCC.

JMc – Will the upcoming election and possible change in government impact the plans for the schemes? GP – The Outline Business Case has been approved and we therefore have a funding commitment, a change of government will not usually change this. However, we are not aware of the agenda that an incoming government will have, or their priorities.

CM – The lengthening to the programme appears large, and appears disproportionate to the DfT delay? MK – The increased programme has been due to the slowdown of activity on the project which was agreed last summer due to the delay in receiving OBC approval, the need to update and finalise the planning application documents to reflect the new time of submission and subsequent timings, and a period of time for advanced works has been added , similar to the approach taken by National Highways.

CM – Why has the construction programme increased far beyond the original programme shared? MK – The construction programme has been reviewed given we now know a lot more about the site, including the ecological inputs. We have included an advanced works package for ecological mitigation and other enabling works that could begin, prior to start of main construction. A temporary works platform will need to be built, to allow for the construction of the viaduct over the River Wensum. The timescale for this has been extended due to information on ground conditions gathered from surveys.

BH – When will the funding be available for the mitigation schemes for local parishes? Looking at the current programme, the mitigation schemes will not be in place for many years and the gap between the schemes opening will make this more noticeable. MK – We plan to do an incremental introduction of measures, some can be introduced early, some will be added during construction and some following monitoring. BH – What are the timescales for the implementation? MK – If they are low cost/minor, it is reasonable to introduce them in advance of a Full Business Case (FBC). Proposed measures have been developed in discussion with parish council representatives. Some other measures e.g. physical traffic mitigation measures, will not go ahead prior to FBC being approved. The design work for the measures can be developed in advance of the decision being received. SL – We're in the process of setting up a meeting with the South of the A47 Taskforce, so there'll be an opportunity to discuss this at a specific meeting in the near future.

DB – Does the NWL programme need to take into account such a long period for a possible Public Inquiry? MK – Yes, as it is likely that there will be a Public Inquiry. The planning application decision could be called in by central government or the SRO or CPO could generate their own public inquiries. It is therefore sensible for us to plan for this in our programme.

GE – What happens to the NWL if the NH scheme loses at the Supreme Court? MK – The NH schemes have already gone through an extensive period of review through the DCO process and at this point in time there is a confirmed DCO. If the appeal against the Secretary of State's decision to grant the DCO were successful, it's possible that NH would be able to address this by, for example, resubmitting some specific assessment information or by amending a section of the DCO application.

JMc – When the NWL scheme is submitted for planning or a Public Inquiry is required, are the other viable alternatives that were discounted re-assessed? MK – A chapter is included within the Environmental Statement that details the alternatives to the preferred option that have been considered. The assessments will have been undertaken using a proportionate approach to enable a comparative assessment of the options. JMc – It would be useful to understand how the option scoring was undertaken. MK – The scoring was set out within a Cabinet Report. **ACTION: SL to share a link to document which includes the scoring explanation.**

MK – The updated cost of the scheme was reported to Cabinet in December and was ratified by full council in January. We're currently finalising the planning application documents.

JMc – The majority of traffic through Costessey is local traffic, so the NWL is not going to change the traffic. Additional bus services are not planned to create an alternative to reduce the traffic. GP – Funding is being used to improve access to public transport across the county. However, we need to be realistic that not all trips/purposes can be undertaken on a bus, and to be mindful of the rural geography of Norfolk. New bus lanes are planned across Norwich, once these measures are added in place, bus journey times will become more reliable and travel by bus will be more attractive.

DB – Some bus lanes are too narrow on Cromer Road, so buses do not use them and continue to wait in the traffic, in other areas bus lanes are incomplete. GP – Improvements are being made in phases, so that the works do not impact traffic for long periods of time. There is a map produced for the improvements to bus services, however, this needs to be built in phases, using money collected from government, and so it will be built up over time.

DB – there is a cycle route from Hellesdon to Norwich, but no return route, such as through the Boundary junction. GP – Cycle lanes are also a phased approach too, which requires a grant from government.

GE – The current public transport improvements in Drayton have increased bus usage. GP – There has been a vast increase in bus journeys since the improvements were installed. Further grants will continue to be applied for, so that the bus uptake increases.

5.0	**Future Meetings**
	SL gave an overview. Asked if attendees would prefer an in-person or virtual meeting. Attendees to continue to join the meetings in person. There will be no LLG meetings during the pre-election period to ensure we adhere to pre-election guidance for council officers.
6.0	**Date and Format of Next Meeting**
	SL – Proposed to hold the next meeting on 13th March 2024, noting this was earlier than usual, to provide some more information ahead of the planning application being submitted. Attendees agreed to the proposed 13th March 2024 meeting.
7.0	**AOB**
	GP closed the meeting at 7:40pm. JM – Requested if the meeting minutes could be circulated in a timelier manner? SL – We will aim to send these around within 4 weeks, please be mindful that they require a review by NCC and NH representatives.
	Key Outputs from the 7th February 2024 • The updated programme for the NWL scheme was shared and timeline for the planning application. **Key Outputs from 8th November 2023** • National Highways introduced Nikki Rowley-Todd as the Senior Project Manager for the A47 North Tuddenham to Easton dualling scheme. • Attendees raised concerns over the proposed diversion routes for the NWL and A47 schemes, a future agenda item will be held to present these and seek input for attendees. • The DfT funding announcement was discussed and the next steps to seek approval to submit a planning application via the Cabinet meeting in December 2023. **Key Outputs from 27th June 2023** • NH awaiting JR Decision on all of their three DCO applications in the local area. • In the meantime, NH can only start reversible works on site – boundary fencing, ecology mitigation, archaeology works etc. • SH supplied email address for sign up to the NH weekly newsletter which will commence once JR decision is known. • NCC published a July Cabinet meeting report which provides an update on the project including changes in response to consultation feedback. • The planning application is well advanced but will not be finalised until we have a funding commitment from central government. • A DfT decision on funding is needed before a planning application can be submitted. **Key Outputs from 27th February 2023** • The new National Highway project manager for the A47 North Tuddenham to Easton scheme was introduced to the group, who will be attending the LLG meetings going forwards. • The wider public transport improvements for Norwich were discussed, alongside the proposal for a new bus route to serve the west of Norwich. **Key Outputs from 30th November 2022** • The locations for site compounds and access routes were discussed with the group, alongside the approximate timings for construction work.

- The emerging environmental mitigation measures were shared with the group for discussion.

Key Outputs from 7th September 2022

- The timeline for construction for the North Tuddenham to Easton dualling scheme was shared by National Highways.
- The Pre-Planning Public Consultation for the NWL was promoted and additional hard copies of the materials distributed at the meeting.
- An agenda item to discuss the traffic mitigation measures and construction/diversion routes will be added to a future meeting's agenda.

Key Outputs from 27th June 2022

- The July Cabinet Report was discussed, with the document link provided to all attendees. The Report includes details on the scheme realignment and an Addendum for the Outline Business Case report, that is seeking permission to be submitted to DfT.
- An agenda item to discuss traffic concerns in the gap between the North Tuddenham to Easton scheme opening and the NWL being completed will be added to a future meeting's agenda.
- National Highways provided information on the dates when a decision is expected on the A47 schemes.
- The next NWL public consultation is planned for Summer 2022, which will provide a period of 8 weeks to collect responses.

Key Outputs from 2nd March 2022

- The March Cabinet Report for NWL was discussed, which included the changes to the scheme alignment due to ecology findings.
- Future agenda item topics were raised by attendees, these will be scheduled for inclusion during future meetings.

Key Outputs from 1st December 2021

- The mitigation measures for the parishes north of the A47 were shared, the final proposals will be presented at the next public consultation.
- An update was provided on the wider Norfolk transport schemes
- Additional questions raised prior to the meeting were addressed which covered the Food Enterprise Park, offshore windfarm cables and NWL/A47 project timescales.

Key Outputs from 29th September 2021

- The new Project Managers for the NWL and A47 North Tuddenham to Easton dualling schemes were introduced.
- The traffic mitigation measures for local parishes were discussed with attendees.

Key Outputs from 1st June 2021

- Highways England confirmed their DCO application had been submitted and encouraged the LLG to provide representations to the current proposals.
- An overview was given of the Cabinet Report, which seeks for approval to submit the OBC report to DfT
- Surveys have commenced for both schemes, including environmental surveys for NWL, which will feed into the Environmental Statement and Environmental Impact Assessment.

Key Outputs from 23rd February 2021

- Highways England outlined the DCO submission process and timescales for application submission.
- An overview was given of the outcomes following the Local Access Consultation in summer 2020 and how the feedback has been reflected in the current Sustainable Transport Strategy.

- Results were presented from the 2019 NATS model which includes the Honingham Lane closure.

Key Outputs from 15th December 2020

- Highways England presented their Winter scheme update.
- The meeting included discussing the traffic modelling process and what data has been used to create the future year forecasts.
- All members agreed that a separate meeting in the new year, solely to discuss the modelling would be useful for all.

Key Outputs from 20th October 2020

- Key headlines from the NWL Local Access Consultation were heard which has helped to provide support for proposals presented
- Locations of the 2020 traffic surveys were shown, which includes area north of the A1067 and south of the A47
- It was agreed that a modelling expert will be attendance at the December LLG meeting

Key Outputs from 18th August 2020

- HE provided details of their updated design for the A47 North Tuddenham to Easton project
- NWL Public Consultation now underway from Monday 27th July to Sunday 20th September
- Data from the 2019 traffic surveys shared with LLG members and compared to 2018 flows
- HE to now attend all further LLG meetings and continue to work jointly with NWL team. LLG terms of reference to be updated.

Key Outputs from 4 February 2020

- NWL Spring consultation to be held 6th April – 4th May with 10 events to be held in local areas during the afternoons and evenings
- HE to organise a public event shortly, parishes are invited to attend
- LLG members shown draft NMU Strategy for comment
- LLG input to questionnaire sought for public consultation

Key Outputs from 19 November 2019

- The group looks forward to the meeting with Highways England, to become further informed of proposals.
- James Powis will liaise with WSP to set up the meetings w/c 16th December

Key Outputs from 17 September 2019

- Members would like HE to attend the next meeting, so that questions can be raised on how the A47 dualling scheme will impact NWL.
- Questionnaires have been distributed to members and need to be returned by 18th October 2019 which will influence the WCHAR and STS report.
- Electronic copies of the questionnaire will be sent out following the meeting.

Key Outputs from 9 July 2019

- Discrepancy between 2.0 being recognised as high now and medium during the consultation in terms of VfM in terms of DfT requirements.
- Supply Lisa Carnell with pre and post NDR traffic survey figures for Great Witchingham.

Key Outputs from 7 May 2019

- HE team to provide written update if can't attend meetings in person.
- Cllr Wilby to provide summary of Cabinet report at next LLG so parishes can feed in.
- Slides from meeting to be circulated.

Key Outputs from 5 March 2019

- HE contract team to attend all meetings going forward.
- A47 junction strategy to be circulated ahead of the next meeting.
- Need to provide LLG with summary of what's been updated in the OAR.

Key Outputs from 19 December 2018

- LLG representatives to encourage their respective parish councils to respond to the NWL consultation.
- HE contract team for Easton to N Tuddenham to be invited to next LLG meeting in March 2019.

Key Outputs from 6 November 2018

- LLG happy with the 4 short-listed options, by would like to receive more information on the routes, such as journey times and trip rates for 2018 and future years.
- LLG suggested that route B should be labelled at B1 and B2 and that figures should be given for the cost and journey times of the options – this would be useful for the public consultation.

Key Outputs from 20 September 2018

- The example of the Arundel bypass scheme traffic flows was very effective and should be used to create the consultation material for NWL.
- The LLG would like their thoughts to help shape the options used for the consultation report – they can do this by sending in their thoughts when the Options Appraisal Report becomes public.

Key Outputs from 9 August 2018

- Highways England to circulate minutes from last year's meetings.
- NWL traffic data sub-group set up

Key Outputs from 7 June 2018

- Terms of reference reviewed and agreed (no changes).
- Only one parish councilor to attend as speaker, others allowed but only in observing capacity (unless substituting for the usual parish attendee).
- Invite for a future meeting to be extended to Highways England.
- Handouts to be brought to future meetings if required and presentation display information to be clearer.

Key Outputs from 17 April 2018

- SL to follow up with N&N and UEA re: consultation.
- NCC will recommend that Highways England attend next meeting rather than a representative.
- DA to confirm traffic count times and locations.
- Will review timescales if necessary.
- DA to follow up re: advance HGV restriction signs in Ringland.

Key Outputs from 22 February 2018

- Mark Frith to report back concerns over points raised above to Highways England.
- NCC to send the email addresses for Highway England.
- NCC to return to future meetings to present the output from the modelling as it progresses.
- NCC to do some monitoring once NDR is fully open in May/June and will give us latest position. See link to the NDR DCO documents – item 5.5 is the Transport Assessment. https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/northern-distributor-road/planning-and-approval-process/development-consent-order/dco-documents
- WSP to provide further detail on origin & destination data from modelling where possible.

- WSP to demonstrate examples of how they're working with HE on A47 project.
- April's meeting to cover the Commonplace tool and further details on the May consultation period.

Key Outputs from 15 November 2017

- Email re: traffic modelling to be re-sent to Richard Hawker, Peter Milliken and Penny Hawker.
- Traffic modelling to be discussed at next meeting – Richard Hawker to provide an email in advance summarising what information the Parish Council would like to see.
- Transport Modelling team representative (from WSP) to attend next meeting
- BCR for the NDR to form part of the monitoring and evaluation of the project and be circulated.
- All NWL route options to be looked at in as much detail as the notional route.
- Stakeholder Worksheet on communications to be circulated as a word document.
- In future, all attachments should to be attached to the email rather than embedded in minutes.
- A3 plan with the draft routes previously discussed and also including alignment of Ørsted (DONG Energy) cable proposed routes to be circulated.

Key Outputs from 20 September 2017

- Further comments received on high-level objectives
- Draft specific objectives discussed, comments captured
- Draft list of emerging interventions discussed, comments captured

Key Outputs from 21 February 2017

- Parish Councils to limit attendance to one person per Council
- Meeting invite to be extended beyond Parish Council representatives.
- Hornsey Cabling scheme to be monitored as may impact options for a NWL.
- Technical work papers to be circulated in advance of meetings if appropriate.
- High level objectives agreed.
- Specific objectives to be circulated and parishes to provide comment ahead of next meeting and to be added as separate agenda point.
- Future meetings to focus on specific items
- File sharing options to be investigated