

**Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group  
held on Monday 12<sup>th</sup> February 2024 at 7pm  
in The Council Chamber, Diamond Jubilee Lodge**

**PRESENT:**

Cllr S Gurney (Chairman)  
Cllr R. Forder

Cllr L Douglass  
Mr S. Lowthorpe

**In attendance:** Mrs F LeBon (Clerk) and Mr M Thompson (Collective Community Planning).

Cllr Gurney opened the meeting at 7pm and welcomed all in attendance.

**1. Apologies for Absence**

Apologies had been received from Cllr Barker, Cllr Johnson, Cllr Smith and Mr B. Chapman.

**2. Declarations of Interest**

None declared.

**3. To Agree Minutes of the Meeting of 15<sup>th</sup> January 2024**

The draft minutes had been previously circulated. These were **AGREED**.

**4. To Receive Updates on the Neighbourhood Plan Since 15<sup>th</sup> January 2024**

The Clerk reported the following updates:

- Contact has been made with the Traffic Consultants as suggested, and also with East Bergholt and Buntingford Parish Councils, which have used the consultancy. Both councils speak highly of the consultant, but there is an associated cost. The document provided for Hellesdon with initial ideas is under Agenda item 6.
- The Clerk and Collective Community Planning will be meeting with AECOM on 15<sup>th</sup> February to discuss the Housing Needs Assessment technical work. Feedback from the meeting will be provided for the Working Group.
- The Clerk and Collective Community Planning will be meeting with AECOM on 20<sup>th</sup> February to discuss the Design Code technical work. Feedback from the meeting will be provided for the Working Group.
- A member of the public has been in contact wishing to join the Working Group but cannot make Monday evenings (or Wednesday evenings) and has requested an alternative day or consideration for day time meetings.

Mr Lowthorpe had made contact with two members of the public about joining the working group. They will make contact with The Clerk to obtain further information.

**5. To Receive Evidence Base and Draft Survey**

Mr Thompson reported that an evidence base was required to back up the policies which will be created as part of the Neighbourhood Plan. It was noted that there had been a marginal

Approved.....

Date.....

population change between the 2011 and 2021 Census. Discussions ensued about the predicted fall in birth rate that may affect schools in Hellesdon and whether this could also affect housing need. There may be a demand for single unit accommodation, for both social rent and private ownership, and also a greater demand for two and three bedroomed dwellings and a lesser demand for four bedroom houses.

The existing housing stock in Hellesdon was discussed, with much of it having to be converted to suit modern day living. There was also an increased number of planning applications recently for extensions and annexes as the land with much of the existing housing stock can accommodate these features.

The number of probate properties that come on the market in Hellesdon was also discussed, which was resulting in an increased number of trades people attending to these properties for extended periods of time, causing damage to the grass verges prior to the properties being lived in.

Surface water flooding was also raised, and the necessity to ensure that new driveways were created using SuDS. The Clerk raised that Hellesdon was previously identified by Broadland Council as the parish which experienced the most incidents of internal and external flooding to properties, and will try to establish where these statistics were obtained from. Geology and water table information will also try to be obtained.

Allocation of land was discussed and the benefits of small digital spaces, with more people now working from home. The possibility of utilising the former Mann Egerton site for employment use was considered.

The draft evidence base cited the GNLP rolling forward the open space allocation for HEL4. This is currently subject to an inspector modification proposing to remove this from the GNLP, so may have to be removed from the evidence base as well. Mr Thompson is to find out the calculation for open space per capita to establish how deficient Hellesdon is in open space. The Clerk is to send Mr Thompson details of the long lease that the Parish Council has on Cottinghams Park, but it was noted that this does not cover the whole of HEL4.

Traffic and transport was discussed. Cllr Gurney reported that there was a new policy coming from Norfolk County Council regarding 'walk, cycle' wheels' to promote active travel, which the Parish Council could dovetail a policy in to. The yellow pedal way was also discussed. Improvements to the ASDA junction for pedestrians were also raised, as there is no natural break in the traffic to allow pedestrians to cross.

The historic environment is also important for the Neighbourhood Plan. It was noted that the church is a listed building and the parish hall has architectural significance. There are also smaller items such as the parish cross and the milestones in the parish which have historical significance and should be protected.

The draft survey document was considered and minor recommendations made. 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 previously 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. It was **AGREED** that a better option this time would be, for the limited amount of hard copies that would be sent out, to include a stamped addressed envelope for ease of return.

The survey would run from 1<sup>st</sup> March to 31<sup>st</sup> March 2024, which would enable information to be put in the next edition of Just Hellesdon.

Approved.....

Date.....

There would be a physical community engagement event(s) with the date(s) to be decided at the full council meeting on 13<sup>th</sup> February once volunteers had been established.

**6. To Receive Options for Traffic Consultants**

A proposal from a traffic consultant had been previously circulated to the working group. It was **AGREED** that the amounts quoted had not been budgeted for, and that transport only represented a small part of the plan. Other areas of the plan of equal importance were not being considered for extra funding. Some of the information in the proposal could be gained from alternative sources.

**7. Community Consultation**

**a) To Agree Date(s) for Community Consultation**

**b) To Agree Method(s) and Requirements for Community Consultation**

**c) To Agree Advertising for Community Consultation**

All these matters were considered under Item 5 when the survey was discussed.

**8. To Agree Representative to Attend Broadland Council Neighbourhood Plan Networking Meeting**

It was **AGREED** that Cllr Gurney will attend along with the Clerk.

**9. Date and Time of Next meeting**

Monday 11<sup>th</sup> March at 7pm

The meeting closed at 9.25pm

Approved.....

Date.....