

**Minutes of the Meeting of Hellesdon Neighbourhood Plan Working Group
held on Wednesday 17th July 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr S. Gurney (Chairman)
Cllr L. Douglass
Ms C. Fullbrook (YAB)
Mrs B. Knowles

Cllr N. Barker
Cllr R. Forder
Mrs K. Hicks

In attendance: Mrs F. LeBon (Clerk) and Ms L. Cornell (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 B Johnson, Cllr S Lowthorpe and Cllr S Smith.

2. Declarations of Interest

None declared.

3. To Agree Minutes of the Meeting of 17th June 2024

The draft minutes had been previously circulated and were **AGREED** after a proposal from Cllr Forder and a second from Mrs Knowles.

4. Neighbourhood Plan Policies

a) To Consider Emerging Neighbourhood Plan Policies

A draft paper had been prepared for consideration by the committee.

Housing Allocation: It was **AGREED** to make a general call for sites, on the provision that there is a robust process for assessing each site. An allocation would help to protect the adopted Neighbourhood Plan for a period of five years against speculative development. Community Collective Planning is able to provide a standard advert and form to help with this process. This can be publicised via the website, Facebook, Just Hellesdon and the parish noticeboards. Known landowners can also be approached. There is no obligation accept any of the sites so there is nothing to lose in the call. The sites should be submitted by the 24th September 2024.

Protection of Community Facilities: It was noted that establishments such as doctors and dentists are deemed as private, therefore cannot be protected as a community facility. Community Collective Planning will find out if post office facilities can be protected. Discussions occurred about protecting children's play areas, or whether they already have a sufficiently high level of protection. Discussions also occurred about protection of St Paul's on the grounds that numerous community activities are held within this building. Consideration should be given by full council as to whether this should be proposed as an asset of community value.

Future community facilities, such as the community building proposed on Phase 6 of the Persimmon site should also be considered if possible.

Policy on New Community Facilities

Approved.....

Date.....

Banking hubs were discussed and how these should be encouraged should the opportunity arise to have one in Hellesdon in light of local banks closing. New post office facilities should be supported should the current post office be lost.

Policy on Transport and Access: The working group noted the proposed policy on connectivity to the yellow and brown cycle routes.

It was also noted that the proposed design code had a useful section on footpaths and their usefulness in connecting communities and community facilities, and also the need for them to be well designed including features such as good lighting and natural surveillance.

Beryl bike and scooter parks should be part of new developments.

Community Action on Transport: The air quality around the Boundary Junction was discussed as a matter of concern. More frequent monitoring of the air quality around this area is to be encouraged. Cllr Douglass is to liaise with District Councillor Jones in his new role as Shadow Member for the Environment at Broadland Council to assist with this, as this area is likely to have the poorest air quality in the District.

Existing community facilities should invest in good quality cycle parks.

Engagement should be had with the police and Norfolk County Council about speeding and the community speed watch should be supported.

Policy on Local Green Spaces: Areas of Local Green Space which should be nominated for protection were discussed. Green space at Millenium Avenue and Eversley Road were added to the existing list.

The Clerk will clarify the extent of the crash zones at Norwich Airport.

The YAB currently has a campaign of 'Right to Play' whereby play spaces are accessible to all, regardless of ability or disability, so that families and friends with different access needs can play alongside each other in public spaces. It was agreed that there should be a policy for developers to install fully accessible play equipment on new developments, and a community action for existing play equipment to be reviewed, with a view to improving it to make it more accessible. Community Collective Planning has templates for nomination of local green spaces.

Policy on Biodiversity: Suggestions for a policy to support local flora and fauna were supported. Trees that were not TPO'd yet otherwise important were discussed. The Clerk is to obtain a parish TPO plan for further discussion.

Policy on Heritage – Non Designated Heritage Assets: Discussions occurred as to Heritage Assets and their current designation. St Mary's Church and the war memorial are already Grade II listed. The cross in St Mary's churchyard and the wayside cross on the Boundary Road / Drayton High Road junction are scheduled monuments.

Community Collective Planning can provide a template to nominate non-designated heritage assets. Each nomination will require a picture and an explanation as to why it is special to the community.

Policy on Car Parking: Priorities for car parking were agreed as parking outside schools, parking at The Whiffler and verge parking.

Policy on Design: The draft design codes from AECOM would be discussed under item 6.

Policy on Important Views: The Clerk is to obtain photos of the views from the Low Road and Drayton High Road to support this policy, the location of the photo should be identified using What 3 Words.

Community Projects: These had been identified in the discussion document, but it was agreed to add the Right to Play accessible play equipment, and also improved changing facilities for sports players and officials, supporting mixed gender/gender identity.

b) To Identify Local Green Spaces and Non-Designated Heritage Assets

This had already been agreed in item 4a

c) To Agree Completion of Local Green Spaces and Non-Designated Heritage Assets Templates

This had already been agreed in item 4a

d) To Consider a Call for Sites

Approved.....

Date.....

This had already been agreed in item 4a

5. To Receive Update Report on Neighbourhood Plan Funding.

The Clerk reported that, to date, the Parish Council had successfully applied for £7,425 from Locality to support the Neighbourhood Plan work to 31st March 2024. A further £9,900 has been applied for to support the Neighbourhood Plan which, if successful, brings grant funding to £17,325.

There still remains a shortfall on the predicted cost of the Neighbourhood Plan of approximately £2,550. This will form part of a grant application to Broadland Council.

6. To Consider Draft Design Code from AECOM

The draft design code had been sent to all members of the working group. Subject to minor typographical errors, correction of the number of schools, amendments to photos and the correction of referring to Hellesdon as a village, the Design Code document was adopted.

7. Items for the Next Agenda

Templates for local green space and non-designated heritage sites.

Important trees (plan of TPO trees required).

Plan of the airport crash zone.

Important Views from Low Road and Drayton High Road.

Review of Call for Sites.

It is hoped that a draft plan could come together in September / October

8. Date and Time of Next meetings

Wednesday 25th September at 7pm

The meeting closed at 9pm

Approved.....

Date.....