

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

Report on NTA and LTA Use of Hellesdon Parish Council Tennis Courts

Prepared by: Kevin Sage

Date: 30th October 2025

For: Hellesdon Parish Council

1. Background

The Council has continued to experience issues regarding the use of the tennis courts by the Norfolk Tennis Association (NTA). The Locum Clerk previously sent an email to Maureen outlining the situation. Following this, I contacted Alex from the NTA directly to clarify matters and seek resolution.

2. Communication with the NTA

I explained the Council's decision and informed Alex that I had previously requested a copy of the contract from the NTA several times, but no response had been received. Consequently, the Council made the decision to terminate the existing arrangement due to the NTA's lack of communication. The contract in question provided an option for termination after three years.

Alex expressed disappointment but accepted that communication could have been handled better. He stated that, based on a conversation with Harry — in which it was said that the NTA could continue until a meeting was arranged between the Council, the NTA, and the LTA — he had believed that activities would carry on as normal.

3. Council's Position

I reiterated that the Council's decision was not to exclude the NTA, but that all future bookings for the tennis courts must now be made through the Parish Office. The agreed rate is £5 per hour, with an additional £2 per hour charge for the use of floodlights, as previously confirmed by Harry.

This decision was made to ensure that the Council maintains proper control over the courts, to promote fairness for all residents wishing to use the facilities, and to ensure that financial arrangements are in the best interests of Hellesdon parishioners.

4. Discussion with the NTA

Alex stated that the NTA and the LTA had held regular meetings with Faye (the previous Clerk) up until her departure and that she had indicated that everything was running smoothly. I explained that, based on Council meetings, it appeared that this information had not always been clearly communicated to Members.

It was agreed that the NTA would send Maureen details of all their bookings, and that Maureen would invoice them at the agreed rates. The Caretakers will be responsible for unlocking the gates and turning on the floodlights as required.

I also informed Alex that another Committee of the Council had ruled that the Centre is not classified as a sports hall and that all future bookings for indoor tennis would therefore cease with immediate effect. Alex accepted this position.

5. Communication with the LTA

Subsequently, I received a phone call from Tony, who is associated with the Lawn Tennis Association (LTA), a separate organisation from the NTA. Tony advised that there is a separate five-year contract in place with the LTA concerning bookings now managed directly by them. This contract had recently been sent to Richard for consideration.

The LTA contract relates specifically to the installation of the automated gate system, the management of court bookings, and the control of the floodlights plus a grant that was given to the parish council. Tony noted that, by changing the booking process, the Council may technically be in breach of this agreement.

However, he understood that the Council had believed all arrangements were being managed through the NTA, which explains why communication with the LTA had not previously occurred, when I explain.

This contract appears to be new to the Council, and no indication was given that any penalty — such as the £6,500 mentioned — would apply. Nevertheless, I recommend that the contract be reviewed in detail. It is possible that the timing of this issue being raised is linked to the current situation.

6. Contractual Position

The copy of the contract held by the LTA bears a signature only from their representative and **not from the Council's Clerk at the time, Faye.** The Council must therefore locate the version that Faye had agreed to in order to confirm whether a fully executed and signed copy exists.

7. Conclusion and Next Steps

Both the NTA and the LTA accepted the Council's position and **expressed a desire to meet with Hellesdon Parish Council** to discuss a constructive way forward that is fair and beneficial to all parties.

It is recommended that:

1. The relevant contract documents be located and reviewed urgently to confirm their validity and any binding obligations.

2. After this correspondence, a meeting be arranged between the Council, the NTA, and the LTA to clarify responsibilities and establish a formalised and transparent booking process going forward.
3. If a meeting is arranged, future agreements be signed by authorised representatives and securely filed to avoid this happening again.

Hellesdon Parish Council - Admin

Subject: FW: Project results and Future Monitoring

From: Emma Cross <emma.cross@norfolk.gov.uk>
Sent: Friday, October 24, 2025 9:20:35 AM
To: Hellesdon Parish Council - Grounds <grounds@hellesdon-pc.gov.uk>
Subject: Project results and Future Monitoring

Dear Kevin,

I hope this finds you well. I am getting in touch as the Trees Outside Woodland project which funded the tree planting you took part in is coming to an end. However, the Tree Council who were one of the project partners have managed to secure funding for further monitoring of planting sites.

The project has been quite unique from an understanding tree survival point of view and if you are happy, I'd like to put your planting forward as one of the projects to be monitored. The below letter has more information and in particular more detail on how your data would be used / stored.

If you are happy and consent for us to pass on your contact details please complete the form here:
<https://forms.office.com/e/itXwH0mJ2r>

If you have any questions or want further details please get in touch and I'd be happy to discuss the matter further.

Lastly thank you from me for participating in the project and being so welcoming and willing to be involved. Getting to work with folk like yourselves and seeing how your planting schemes have developed over the years has been a highlight.

Best Wishes,

Emma

SOF TOW data legacy

Firstly, we'd like to say thank you for participating in the Shared Outcomes Fund Trees Outside Woodland project, which tested different tree establishment methods. Your input has been extremely valuable. The project has been a great success. With your help we were able to demonstrate some very cost-effective tree survival rates and learning has already informed new tree planning initiatives.

You can read about the findings and discover more about the project at the Trees Outside Woodland Hub [here](#)

The project ran in two phases for five years in total and will finish very soon. Local authority project officers will not be able to monitor your trees after the project has finished. However, we'd like to be able to get back in touch with you over the next two years to be able to see how the trees are getting on,

This email is a request for you to allow us to pass on your contact details and data to Defra and partners in the Trees Outside Woodland data legacy project for the purposes of longer-term monitoring.

About the Trees Outside Woodland data legacy project

This project will be run in partnership by Fera Science and the Tree Council and is funded by Defra.

Because all the trees planted in the original project have only been in the ground for a few short years (in some cases even just one or two seasons) and because tree establishment and growth take a long time we need to gather more survival data for a longer period of time.

How to take part

If you are willing for us to continue monitoring your trees please complete the form here:

<https://forms.office.com/e/itXwH0mJ2r>

What we will use the data for

This new tree data will be added to the existing Shared Outcomes Fund Trees Outside Woodland data set to be analysed by Fera and an anonymised version will be made publicly available in due course.

We may also tag the trees for possible future assessment. This may be either a physical tag or a virtual 'geotag' so the trees could be found again in years to come. There will be no information stored which link tags to your other personal data.

Your personal data (contact details) will be used by the project partners primarily for arranging monitoring visits, but we may also contact you to complete a short optional survey or for other matters relating only to this project.

Defra is the data controller for your personal data. All personal data will therefore be treated in line with Defra's privacy notice (<https://www.gov.uk/government/publications/defras-social-research-privacy-notice/defras-social-research-privacy-notice>).

Thank you very much

Defra and the Tree Council

Grounds Budget 2026/27

Field.

Grounds Maintenance Report

The dry weather throughout the spring and summer has significantly affected the condition of our fields. With very little rainfall during this period, we were forced to cancel a scheduled weed spray twice due to unsuitable conditions. Eventually, we managed to apply a spray treatment in July, which achieved approximately a 75% weed kill. This is a satisfactory result, considering the extent of the infestation and the poor weather conditions.

Ideally, the field would have benefited from two treatments; however, the ongoing dryness made it difficult to schedule a second spray later in the year. I therefore recommend that we plan for an additional weed spray next year. While other fields do not require treatment, the recreation ground—due to its use for football—would benefit from it.

In terms of tree health, we lost a large Silver Birch this year. After consulting with tree surgeons, it was suggested that many Silver Birches across the region have died due to the extreme weather conditions. However, Honey Fungus may also be a factor. We hope to confirm this once the tree is felled and examined.

At Mountfield Park, we made the decision not to allow the wild area to grow this year. This was primarily due to the dry weather and our ongoing efforts to establish wildflowers. Additionally, there were concerns about the fire risk posed by dry, unmanaged grass—especially in areas that are not regularly monitored. Public response was mixed: some residents expressed disappointment at the lack of wildlife habitat, while others appreciated the additional open space for dog walking and family activities.

This experience highlights the need to consider climate change not only in how we manage trees and plants, but also in how we maintain sports and recreation areas. The recreation ground currently lacks a water supply, and the cost of watering would not be justifiable given the level of sporting activity. While wetting agents could help, they too are expensive and may not be cost-effective.

To improve drought resilience, I am trialling a new deep-rooting grass seed cultivar. While it may take some time to show results on the surface, it should eventually help improve the field's tolerance to dry conditions.

We have previously discussed the possibility of harvesting rainwater from the Community Centre roof. However, this option is both costly and dependent on the proposed extension to the centre, which may not happen for several years. In the meantime, we are losing a significant volume of water that simply drains away unused.

In summary, apart from standard maintenance and the introduction of the new grass seed, I recommend an additional weed spray for the recreation ground.

At Cottingham Park, we continue to face issues with chafer grubs. Unfortunately, no approved chemical treatments are available in the UK; the only option is a product used by American airbases. Although nematodes are typically effective, they require regular watering to be successful. Given the water supply issues at the park, this would currently be a poor investment.

Lastly, Meadow Way continues to see heavy use, though maintenance remains minimal. Please note that issues with the play equipment are being addressed separately in the budget report.

Bowling Green.

This year, weather conditions have once again caused similar issues with the bowling green. Extended dry periods have allowed the fungal disease known as dry patch to become a greater problem than usual. While the end-of-season maintenance work went well, we are still reliant on rainfall to support seed germination.

Looking ahead, there is concern that if we experience prolonged wet weather during autumn and winter, we could see further outbreaks of fungal disease's. This could potentially lead to increased costs due to the need for additional chemical treatments. We do have some stock on hand, which should be sufficient, but of course, this is never guaranteed.

We are currently unsure what was granted in the budget. I had submitted a request for funding to purchase new benches for the bowling green area last year for this years budget, as the existing wooden benches are deteriorating due to rot. Regardless of this year's allocation, we will still need to budget for new benches in the coming year. I intend to purchase recycled material benches, which require minimal maintenance and are expected to last significantly longer than wooden ones.

In addition, the gullies surrounding the green are currently supported by wooden 6-inch gravel boards, which are rotting and require annual replacement. I have explored alternatives and confirmed that these boards can be replaced with recycled materials. This has been listed under long-term projects, as recycled replacements would provide a more durable and cost-effective solution over time.

Finally, aside from these items, we will need sand and cement to raise and level some of the paving, along with a regular maintenance programme to ensure the green remains in good condition.

Hard Courts

Regardless of the outcome of discussions between the Council and the Tennis Association, scheduled maintenance will still need to be incorporated into the wider maintenance programme. Regular upkeep of the courts remains essential, whether or not a full refurbishment goes ahead, which is more likely to be next spring now. Renewal of floodlights were included in this year's budget; however, there is some difficulty identifying exactly where the funds are allocated. That said, the Chairperson of the Council has confirmed that the funding is available, and we are continuing to seek clarification.

In addition to routine maintenance along with floodlight maintenance, a project that needs to be budgeted for will be the fencing, we have recently completed the renewal of the fencing around the field in this budget 2025/26, and would now like to begin replacing the fencing around the court area. The current chain-link fencing has a rusting core, and we propose replacing it with a more durable 3m high twin weld mesh which in used for sport areas has a alternative. This material is expected to last for approximately 20 years plus, and the fencing replacement will be phased over the next five years as part of a long-term project.

We may also need to replace the tennis and netball nets, as they are left outside all year and have started to deteriorate, the poles for these are ok and have a few more years left in them. Quotations will be obtained based on this year's pricing.

Car Park Line Marking and Disabled Parking Bays.

This year, I am unsure whether the request for repainting the white and yellow lines in the Community Centre car park was included in the current budget. The Deputy Clerk was uncertain whether funds had been allocated for this work, or under which budget code it would fall. As a result, the work has not yet been booked in.

If the repainting cannot be completed this year, I recommend that the funds be carried forward or transferred to the **2026/27 budget**, as the work is necessary and should not be delayed indefinitely.

A recurring issue raised throughout the year concerns the **disabled parking bays**. We currently have four spaces outside the Community Centre and two outside the Library. However, there have been repeated incidents of inconsiderate drivers without Blue Badges parking in these bays. This has led to occasional confrontations with staff, who have no authority to enforce parking rules.

To help address this issue, I propose the installation of **silver bollards with Blue Badge signage**, similar to those used in some shopping centres (see attached photos). This would provide a clearer indication of the bays' purpose and lend an increased sense of authority.

In total, we would require **four bollards and six signs**. I have obtained a contractor's quote for reference and budget guidance.

Allotments.

This year saw the introduction of the new eviction system. Red letters were issued to relevant plot holders, and photographic evidence was collected as part of the process. It is still too early to assess the full outcome, but it should be noted that some plot holders have now vacated their plots under the new system.

Gate and Site Security

A quote was obtained for the installation of a self-closing mechanism for the site gate. However, the quote came in at over £1,200, which could make it unaffordable under the current budget. This project may need to be deferred until April 2026, when it can be properly considered in the new budget. If the gate installation goes ahead, ongoing maintenance of both the gate and CCTV system must be included in future budgets.

Waste Management

We do not have adequate capacity to store waste from the allotments so a small number of skips will be needed to be budgeted for, these are specifically for when we need to clear an allotment plot.

Composting Proposal

It is proposed that vacant plot 90a which is near the bees to be used to create a communal composting area for plot holders to manage themselves. This would require: us to purchase and construct the compost bays, similar to those in the grounds compound. And we would need to create specific rules to guide proper use. I will budget this under 'Projects' in next budget.

Community Plots

There are currently four community plots on site that remain dormant. Despite being available for use, these plots have received no enquiries or expressions of interest to date.

Consideration should be given to how these plots could be better promoted or potentially repurposed if they remain unused long-term.

Routine Maintenance

In addition to the above, the following ongoing tasks will continued to be required:

- Maintenance of site paths
- Upkeep of vacant plots
- Painting and basic repairs to vacant sheds
- Self-closing gate mechanism (potentially April 2026)
- Apiary maintenance (shed, fencing, painting, downpipes)
- CCTV and gate (if installed) upkeep
- Skip hire for plot clearances
- Compost bay project (plot 90a)

Grounds waste and skips

We now have two compost bays which were constructed end of last year, for recycling grass clippings, small twigs, and similar organic waste. The aim is to reduce the volume of material sent to landfill and to re-use compost on our shrub beds and other landscaped areas.

The project is working well so far, although we have not yet begun using the compost produced. The system is already helping to reduce waste volumes and promote sustainability across the site.

It was my intention to build a further two compost bays this year to expand our recycling capacity and continue reducing our reliance on landfill. In previous years, the site required approximately 10 skips annually for waste removal. Thanks to the composting initiative, we have already seen a reduction in skip usage, delivering noticeable cost savings.

We still require a small number of skips each year (typically 2–3) for non-compostable waste and to deal with fly-tipping, which remains an occasional issue on site mainly the wooded area at Cottingham Park.

I have included the costings for the additional compost bays under the "Projects" section of the budget for consideration.

Bus Shelters.

Over the past few years, I have continued to budget for the replacement of ageing bus shelters across Hellesdon, But the Clerk did not take my advice and went for new not replacement. not just the refurbishment of existing ones. If the budget allows for replacing one shelter and purchasing an additional new one this year, that would be a positive step. However, it's important to note that delaying replacements will likely lead to greater costs in future.

Many of our existing shelters are now beyond simple repair. Spare parts are no longer available, particularly for shelters originally supplied by Queensbury, a company that ceased trading several years ago. As a result, certain shelters are beginning to look increasingly worn and deteriorated.

One priority site is the Meadow Way shelter, which I have highlighted on several occasions as needing full replacement. I have obtained costings at current year prices, which include removal of the old unit, site preparation, and installation of the new shelter. These figures have been included under the 'Projects' section of the budget.

In previous years, the Council seemed to be advised to renew instead of replace, this might of been that we were successful in securing external funding for projects of this nature, and the funding may of been only for new instead of replace. It may be worth exploring whether the Deputy Clerk could take this on as a funding opportunity or potential grant application going forward, and to see if this funding covers replacements.

Looking ahead, this will remain an ongoing project over the next few years, with gradual replacement of shelters as funding allows. Aside from this, we need to budget for the routine cleaning of shelters and repairs required due to vandalism or wear throughout the year.

Notice Boards

We have an old notice board at the bus stop near Tesco and the old Firs pub, which is rarely used. It is neither covered nor lockable. The pin board, made from recycled plastic, is very hard, which makes it difficult to attach notices securely. Despite this, it is still used occasionally and may need replacing in a few years.

The rest of our notice boards are in good condition, although they are occasionally vandalised with graffiti. Our staff clean them, but the polycarbonate material used in place of glass tends to mark when graffiti is removed. I have tried to source a gentle cleaning solution, but so far, all products react poorly with polycarbonate sheets.

At present, the notice boards are unmarked, but should they be vandalised in the future, we may need to replace the polycarbonate panels.

In last few year's i have suggested in the budget reports, that we charge a small fee and reduce the size of advertisements. This was mainly because Russell, our cleaning janitor, is frequently removing and replacing adverts. As our units are lockable, the public must come into the office to request for notices to be placed inside.

I have asked the admin team to date-stamp notices for one month when this happens. While this does happen occasionally, it is not done consistently. If you agree, I can draft a procedure. As already mention in previous budgets I have suggested that a small fee should be charged to advertise has it takes time for staff to place into the units, maybe a small fee—for example, 25 pence per week, £1 per month. This would help cover cleaning and maintenance costs for the units.

Regardless, we will still require a small budget for the ongoing upkeep of the notice boards.

Bee Apiary.

The apiary was brought back into operation this year, although no budget was allocated for its upkeep. Some repairs are now needed: which are the re-felting of the shed roof plus the replacement of some downpipes and general painting of the fencing, the bee holders said they would paint the inside if we purchase the materials. So, funding must be set aside for future maintenance of the apiary area.

Under Rule 5.5, the Council is responsible for maintaining the outside perimeter to the apiary, which I assume is the shed as well. However, it was agreed (in discussion with the previous Clerk and Apiary holders) that we will undertake maintenance of the apiary fencing and shed during the dormant season for the bees. Again either way a budget is required.

Playgrounds.

Our playgrounds are generally in good condition, aside from a few repairs that we have already started and will complete in-house before the next budget period. One particularly challenging repair involves replacing two rotting posts on the pirate ship.

At present, I'm not certain what has been allocated in the 2025/26 budget for major works, such as resurfacing the community centre play area. I have been in discussion with the Chairman of the Playing Fields Committee, who is aware to some extent of the repairs needed.

In-house, we have been carrying out minor repairs to areas that the youth have been pulling up, and we are keeping on top of issues such as cracks, lifting, and general wear to the surface. Unfortunately, our CCTV has not been effective in identifying those responsible for the damage.

Another concern is that several areas are beginning to sink underfoot. This may be due to the unusually dry year we've had, the age of the installations, or other factors. Regardless of the cause, these sunken sections are now holding water when it rains. The water is not always visible, but when stepped on, it can be heard rising to the surface. My concern is that if we experience rainfall followed by freezing temperatures in winter, this could present a significant safety risk.

I have contacted Kompan to obtain a quote for necessary repairs. If funds are available in this year's budget, we may be able to carry out some of this work in the current financial year. If not, we will need to plan and allocate budget in 2026/27.

At recent Playing Fields Committee meetings, there has also been some discussion about installing outdoor gym equipment. There are options available that are accessible for people with disabilities. I have spoken with our representative at Kompan, Hellen, and we have reviewed a couple of potential locations and obtained some initial costings. This will allow the committee to consider whether to proceed or defer the idea. The ideal place if not at Cottinghams Park, I feel would be Mountfield Park, placed in the sunken area. This park could be the best place for installation due to the mixture of ages that use this park.

Machinery, Tractors and the Van.

One of the most frequently used vehicles by staff is the electric van. When fully charged, it has a range of 86 miles, though this drops by around 20 miles during winter when the heater is in use. The van has been a real workhorse—used for deliveries, transporting garden waste and equipment, and, most importantly, enabling staff to access and secure the parks.

I have obtained a trade-in valuation for a similarly sized van, although not electric. At present, I feel the range provided by electric vehicles does not fully meet our operational needs. While I acknowledge the environmental benefits, I believe this is a matter for the Council to consider and debate based on its priorities.

Several pieces of grounds maintenance machinery also need replacing due to age, general wear and tear, and vibration-related damage. We would benefit from a new cow-horn brush cutter (trimmer), mainly used on vacant allotment plots and along perimeters, as well as a new fertiliser hopper for the back of the tractor. Our current spreader is over 20 years old and beginning to rust. Pricing for these items is enclosed.

We carry out most servicing of small machinery in-house, which saves significantly on labour costs compared to external contractors such as Ben Burgess and Ernest Doe, who charge upwards of £25 per hour for labour. However, we still need to purchase the parts ourselves, and larger equipment—like cylinder mowers and tractors—must still be serviced by these external contractors.

In the budget, you will see two sections under 'Machinery': one for in-house servicing costs and another for contractor servicing, which will include a MOT and servicing for the van. These figures may appear high, but it is essential that all equipment is safe and in full working order in compliance with health and safety regulations.

Small tools.

Throughout the year, we regularly use and require small tools such as forks, spades, drill bits, and other maintenance essentials. We also make extensive use of our collection of multi-tools and drills to keep up with day-to-day maintenance tasks. To continue operating efficiently, it is important that we maintain a steady supply of these items.

Vandalism remains one of our biggest challenges. Offenders frequently test our efforts—for example, by drawing on equipment and structures. Unfortunately, graffiti remover is often ineffective, and we are forced to sand down surfaces to clean them properly. Additionally, the age of some equipment results in rusted bolts and fittings, making small tools essential for repairs and upkeep.

We are also running low on replacement parts for play equipment. Items such as shackles, donut caps, nuts, and bolts need to be replenished to ensure we can carry out timely repairs and maintain safety standards.

Garden area, roundabout.

Our garden areas have not had much money spent on them over the years. The garden to the rear of the Council offices is rarely used and has been left to grow largely unchecked. This has been intentional to some extent, as it helps to screen the offices from the playground and car park. However, it is now in need of a good prune to encourage new growth and reduce its height by several feet.

The issue with this is that it will generate a significant amount of green waste. There are two ways we could deal with this: either by hiring a chipper, or by building additional twig walls in the conservation area. I would prefer the latter option, as it would support biodiversity and benefit the area in the long term. We would need to purchase some chestnut stakes to do this, but I believe it would be a worthwhile investment.

I plan to task this job to our new Groundsperson as a winter project—something they can really get involved in. It will also be a great opportunity for them to work closely with other members of staff and start building strong working relationships.

I do appreciate that the Council has previously declined the purchase of a larger chipper. However, given the scale of pruning now required—particularly around the perimeter of Cottingham Park and the shrub bed at Mountfield Park (a section of which has not been pruned for several years)—I believe this could be a valuable long-term investment. There are only so many twig walls we can construct, and it may not be a viable solution for all green waste. I have not priced for a chipper this year, but would ask that we give serious consideration to including it in future budgets. Additionally, if or when we do purchase this equipment, appropriate training will be required to ensure it is used safely and effectively by staff. I have received a quote so yourselves can see the cost involved.

The garden at the back of the centre is in a similar condition, but due to ongoing discussions around a potential extension, it would not be sensible to spend money on improvements there at this time.

The roundabout only requires light, regular maintenance such as pruning, hoeing, and cutting back, along with the occasional plant purchase. We continue to spend a little on our hanging baskets and the odd plant for the driveway area, but the overall budget I will be requesting this year will be less than in previous years.

Village signs.

The main village sign, which used to stand on the Bull Roundabout, was a community-commissioned project that had been in place since at least 1985. It was originally crafted in oak and was refurbished in the late 1990s by the same lady who had made the sign herself. The carving tells the story of a local legend — King Edmund the Martyr, who was killed in 869 AD — although historians have never conclusively identified the exact location of his death.

The sign also references other key moments in local history. St Mary's Church is believed to have been built around 1040, and in 1893 the Royal Norwich Golf Club opened. The sign continues through to modern times, depicting Norwich Airport, the city's second airport, which began operations in 1967 following the RAF's departure. The first official Norwich Airport, however, opened in Mousehold in 1933.

This is a beautiful and historically rich sign, and I believe it should not be discarded but refurbished, (if possible). Early 2000, the sign was replaced by one made by pupils from Hellesdon High School. This newer metal sign, which lights up at night, also includes elements of Hellesdon's history and was installed in the same location as the original.

The Parish Council later decided to relocate the original oak sign to the Village Hall on Low Road. I now ask that the Council consider whether they wish to have the sign refurbished and the oak post replaced, as it has become rotten.

I've met and seen photographs of the lady who originally made the sign — they are likely in our archives somewhere. She used to live near Fornsett St Mary. I have also met with the Chairperson of Hellesdon Parish Hall, Mrs Lou o'Grady who lives 11 Low Rd, who has said that the village hall and the Church would like the sign put back up and are willing to fund raise to help with cost. If we do not proceed with refurbishment, we will need to budget for the lighting on the roundabout for the village sign to be service, the power comes from the electric box on the roundabout, which is owned by Broadland District Council who kindly allow us to run power from it.

Memorial Gardens.

The war memorial at Low Road, St Mary's Church, has been cleaned twice ahead of the 11th November service. However, we have noticed that the black lettering has faded in several places since the last full clean in November of last year. This fading was not anticipated and therefore was not included in last year's budget.

I have contacted Robinson Stonemasons to inspect the condition of the memorial, advise on the fading of the paint, and provide a quote for repainting the lettering. They will also be asked to look into the black staining that has appeared on some of the slabs. Apart from this, only routine maintenance is required.

At the Community Centre, we will need to replace five roses in the rose memorial garden. This too falls under normal maintenance.

As mentioned in previous budget reports, I would also like to propose designing a small brochure for the rose memorial, this was going to be done by the office and Louise, but it never happened. This could include information about the area, the reasons behind the memorial the colours of the roses, prices, and other relevant details. The brochure could then be given out to anyone making enquiries.

Training of Staff.

Staff training is an ongoing annual cost, and every department may require some form of training. These will be detailed within each department's individual budget.

For the Grounds Department, training requirements will depend on the new Deputy Groundsperson's qualifications. I have made some assumptions about what may be required through Lantra. Since the interview, I know that Health and Safety training is necessary. We could send them on a basic course; however, I feel that enrolling them on a

three-day IOSH course would be more beneficial for the Council. This course is more comprehensive and would help also to reduce pressure on the new Clerk, who in the past was the main Health and Safety Officer.

I previously held this qualification myself, although it expired several years ago.

For Paul, myself, and possibly the new Groundsperson, we will need refresher training in **abrasive wheels, COSHH and hedge and strimmer use.**

Ground staff uniform and PPE.

It is a requirement that staff wear a designated coloured uniform. I have obtained cost information from our supplier and compiled the estimated expenses for providing these uniforms. These figures have been used to project the potential budget requirements for the Ground staff in the coming year.

The costs for other items, such as chemical suits, masks, and related protective equipment, are also included within the overall uniform budget.

Projects.

Bowling Green benches x 2	£ 890.00
Bowling Green gullies one of 8 sides	£ 325.00
Hard courts fence	£ 5000.00
Allotments compost bays plot 96a x 3	£ 1453.00
Allotment Gate	£ 1242.60
Composting Proposal Allotment	£ 1453.02
Composting Proposal Grounds Compound	£ 156.84
Bus Shelter Meadow Way (Grants available, Office to Price)	£ ?
Playground surfacing (repairs not resurfacing)	£ 4875.43
Playground outdoor gym equipment at Mountfield Park.	£ To Follow
Back of tractor spreader	£ 1250.00
Cow horn strimmer	£ 492.00
Service of lighting on the Roundabout Verble	£ 365.00
Village sign renovations	£ To Follow
New Van	£ To Follow
Bowling Bench X 2	£ 860.00

Conservation.

1kg low growing wildflower mix	£ 104.62
Replacement of Bird Boxes	£ 100.00

TOTAL:- £ 204.62

Sport Field.

20 x 25kg s/s fertilizer for sports field @ £ 32.00	£ 660.00
20 x 25kg a/w fertilizer for sport field @ £ 31.00	£ 620.00
20 x 12.5 ltr machine line marking, Impact liquid. @ £ 40.00	£ 800.00
14 x 20kg sports grass seed, renovation mix @ £ 97.00	£ 1358.00
Line Marking Colmark sports @ 45.00	£ 900.00

TOTAL:- £ 4338.00

Field Weed Spray (NORSE)

TOTAL:- £ 800.00

Sports Equipment.

Weighted Portagoal Mini Soccer 7v7/5v5 3.66m x 1.83m	£ 3538.44
Corner Flags 2 sets	£ 44.80
Netball Nets x 2 sets	£ 41.92
1 set of 3.66x1.83 football nets 4mm	£ 230.40

TOTAL:- £ 3855.56

Hard Courts.

Floodlight Maintenance yearly	£ 1500.00
Repair to wooden shuttering	£ 200.00
1ltr x 6 Enclean surface cleaner @ 58.00	£ 348.00
20kg vitax 50/50 soluble iron	£ 38.00

TOTAL:- £ 2086.00

Refurbish hard surface. **See Project Pricing**

TOTAL:- £-----

Gardens.

25kg x 3 s/s fertilizer @ £30.00	£ 70.00
25kg x 3 a/w fertilizer @ £28.00	£ 59.00
3 ton of top dressing @ £ 175.00	£ 525.00
8 x 25kg lawn sand @ £ 17.50	£ 72.00
2ltr Holster lawn weed killer	£ 89.00
15kg x 2 granular wetting agent @ £64.00	£ 128.00
25kg x 2 Rose Fertilizer @ £26.50	£ 53.00

TOTAL:- £ 996.00

Playgrounds

Playground inspection due in June	£ 300.00
Playground in house repair	£ 500.00
Playground equipment repair by Contractors (surfacing)	£ 2500.00

(we need some repairs in 2025 which as a starting price of £4062.86)

TOTAL:- £ 3300.00

Grounds Furniture.

Repair to seating, Dog & Litter bins	£ 1000.00
--------------------------------------	-----------

TOTAL:- £ 1000.00

Emptying of Dog bins (Contractors only for Parish Land)

TOTAL:- £ ? office

Tree and Shurbs.

Tree inspection	£ ?
Tree Work following Inspection	£ ?
Tree emergency work	£ ?

TOTAL:- £ ? office

Waste

Estimate of two skips for Grounds	£ 572.00
Estimate of two skips Allotments	£ 572.00

TOTAL:- £ 1140.00

Small composting bay **See Projects**

TOTAL: £-----

Bowling Green

20kg Grass seed for fine turf	£ 245.00
25kg x 2 s/s fertilizer	£ 120.00
25kg x 2 a/w fertilizer	£ 96.00
25kg x 8 lawn sand	£ 144.00
200grams Heritage Fungicide	£ 510.00
15kg x 3 granular wetting agent	£ 204.00
10ltr of seaweed	£ 242.00
Heritage	£ 510.00
4tonne top dressing	£ 740.00

TOTAL:- £ 2811.00

Bowling Green New Bench

See projects price

TOTAL:- £-----

Allotments

25ltrs Roundup total weedkiller @ £ 41.76	£ 167.04
50grams x 3 of Chikara residual weedkiller @ 95.00	£ 270.00

Miscellaneous

5ltrs Roundup	£ 41.76
10ltrs of Wetting agent	£ 185.00

TOTAL:- £

Bee Apiary

Felting of Bee Shed X 4 rolls	£ 84.00
Painting of Fencing	£ 188.36
Down Pipe renewal	Verbal £ 48.00

TOTAL:- £ 320.36

Tree and Shrub renewal.

TOTAL:- £ 500.00

New Vehicle Depreciation Funds

Van	£ ?
Machinery	£ 1000.00

TOTAL:- £ 1000.00 +

Uniforms For Grounds Staff

TOTAL:- £ 162.02pp

PPE i.e Chemical coveralls, masks, shields gloves etc.

Total:- £ 300.00

Fuel, Mot and severcing

Petrol for machines	£ ? Office to fill in
Diesel for Tractors	£ ? Office to fill in
Mot+servicing for van	£ ? Office to fill in
Tractors X 2 Servicing	£ ? Office to fill in

TOTAL £ ? Office to fill in

Servicing of machines.

In-house Servicing for example, oil change, Blades, filters etc	£ 1500.00
Machines to send away for servicing	£ 3000.00
Hire of Machine equipment i.e grass cutting, breakdowns	£ 1000.00
TOTAL:-	£ 5500.00

Small Tool Replacement.

Spades, forks electrical equipment	TOTAL. £ 750.00
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Memorial Garden Church

Enclean hard surface cleaner X 3 x1Ltr	£ 198.00
Plinth maintainance (new or repair)	£ 300.00
Painting of Memorial letters Contractors	£ 240.00

TOTAL. £ 738.00

Staff Training

IOSH Managing Safely	Deputy Facilities Manager	£ 575.00
COSHH Assessment	X 4 part of caretakers	£ 95.00pp
Lantra training strimmer	X2	£ 586.40
Lantra training hedge cutting	X2	£ 586.40
TOTAL:-		£ 2327.80

Grounds Furniture.

Repair to seating dog bins, litter bins.		£ 500.00
Emptying of dog bins on Council Land.	Under Contract	£ ? Office to fill in
TOTAL:-		£ 500.00

Machine renewal/purchase.

Small tools, drill bits spades etc		£ 1000.00
TOTAL:-		£ 1000.00

Grounds Machinery	See projects	price	£-----
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Notice Boards.

Clean and repair in house.	TOTAL:-	£ 275.00
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Renewal of Tesco's Notice Board	See this years Projects	TOTAL:-	£-----
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Bus Shelters

Cleaning		£ 250.00
In-house repair		£ 300.00
TOTAL:-		£ 550.00

Replacement of Bus Shelter	See Projects	TOTAL:-	£-----
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Topics that have been highlighted in Yellow are the counted figures for the Budget.

Please take into account that all prices could rise by at least 10/15% next April 2025

Reminders.**Who to sort/order**

Roller Shutter Maintenance x 2 old Council office	Office/Cost
Alarm and smoke service, fire extinguishers all buildings	Office/Cost
Site lighting maintenance, driveway/carpark (Centre)	-----
Hammer head, Toilet block. (allotment)	Office/Cost
Bus Shelter Cleaning, repair and renewal	Grounds
Vehicle/Tractors servicing/mot etc	Office/Grounds/Cost
Emptying of Dog bins (Contract)	Office/Cost
Playground inspection (ROSPA)	Office/Cost
Tree inspection plus works	Office/Cost
Notice board renewal and repair	Grounds
Flood lights maintenance to Courts, Football	Grounds
CCTV service Centre and Office	Office
Fire alarm, extinguisher service	Office
Shutter Service, old and new office	Office
Memorial Garden autumn Clean/repair Church	Office/ Grounds
Order Wreath for 11 th November, Remembering Sunday.	Office
Grounds shed heater service.	Grounds
Pest control at the Allotments	Office/Cost
Grounds Masorator Service	Grounds
Periodic testing for all Buildings 3 to 5 yearly	Office
To remind the bowls club about electric	-----
and fire extinguisher test, copy of certificate for office	Office
New Laptop for Deputy Facilities Manager	Office

Quotation Form

CUSTOMER CONTACT DETAILS:

Act No: Hellesdon Parish Council

FYI Kevin Sage

grounds@hellesdon-pc.gov.uk

Jennie Roberts

Area Technical Sales Representative

Mobile No: 07850 745744

Email: jennie@collier-turf-care.co.uk

DATE	Collier Turf Care Ref
28th October 2025	HEL005

PRODUCT DESCRIPTION	QTY	SIZE/WT.	UNIT PRICE	DISCOUNT	TOTAL
Gardens					
Prestige FT Longevity 14-2-6+Mg Slow Release	2	25kg	£ 35.00		£ 70.00
Prestige FT Year Round 6-5-11+6%Fe/6-6-12+2%Fe	2	25kg	£ 29.50		£ 59.00
Prestige No1 Lawn Sand	4	25kg	£ 18.00		£ 72.00
Tru Turf Sterilised TopDressing 1000kg	3	1000kg	£ 185.00		£ 555.00
Hi Ab Delivery for bulk Top dressing	1	ltr	£ 20.00		£ 20.00
Sports Field					
Marathon Algae Sport SS 16-4-8	20	20kg	£ 33.00		£ 660.00
Marathon Algae Sport AW 7-6-14	20	20kg	£ 33.00		£ 660.00
Barenbrug E7 Sports Rye grass	14	20kg	£ 106.75		£ 1,494.50
OR New Prestige 4Turf	14	20kg	£ 97.00		£ 1,358.00
Line marking Concentrates					
Colmark Premium (fortnightly approx)	20	12.5lts	£ 65.00		£ 1,300.00
Colmark Sport (weekly marking concentrate)	20	12.5lts	£ 45.00		£ 900.00

Please note the following :

Delivery charge on main order £20+ vat

Subtotal £7,148.50

Terms & Conditions:

As our 2025 product & price guide.

All prices are net delivered (as long as order value is above £250 ex vat) and all prices are subject to VAT @ 20% (except grass seed which is zero rated)

Prices are valid for 30 days after which time they are subject to change unless otherwise stated above .

Jennie Roberts

E & OE



Collier Turf Care Ltd, Drury Square, Beeston, King's Lynn, Norfolk, PE32 2NA
www.collier-turf-care.co.uk | sales@collier-turf-care.co.uk | 01328 700600

Quotation Form

CUSTOMER CONTACT DETAILS:
Act No: Hellesdon Parish Council

FYI Kevin Sage

grounds@hellesdon-pc.gov.uk

Jennie Roberts
Area Technical Sales Representative
Mobile No: 07850 745744

Email: jennie@collier-turf-care.co.uk

DATE	Collier Turf Care Ref
28th October 2025	HEL005

PRODUCT DESCRIPTION	QTY	SIZE/WT.	UNIT PRICE	DISCOUNT	TOTAL
Bowls					
Prestige Super Seaweed 30%	2	10lts	£ 242.00		£ 484.00
Vitax Enhance R AW 5-2-15+MgO+TE	2	20kg	£ 48.00		£ 96.00
Essential E5Extra Fine Bent Fescue	1	20kg	£ 245.00		£ 245.00
Prestige Super Replenish Wetting Agent Granules	3	15kg	£ 68.33		£ 204.99
Heritage WSG	3	100gms	£ 170.00		£ 510.00
Tru Turf Sterilised TopDressing 1000kg	4	ton	£ 185.00		£ 740.00
Hi Ab Delivery for bulk Top dressing	1		£ 20.00		£ 20.00
Vitax Enhance R SS 15-2-8+MgO+TE	2	20kg	£ 60.00		£ 120.00
Prestige No1 Lawn Sand	8	25kg	£ 18.00		£ 144.00
Conservation					
Colour Boost Floral Carpet 100% Wildflower	1	Kilo	£ 104.62		£ 104.62
Allotments					
Roundup ProActive 360	4	5lts	£ 41.76		£ 167.04
Chickara	3	50gms	£ 90.00		£ 270.00
Miscellaneous					
Chickara	1	50gms	£ 90.00		£ 90.00
Roundup ProActive 360	4	5lts	£ 41.76		£ 167.04
Prestige Super Replenish Wetting Agent	1	10lts	£ 170.00		£ 170.00
Celadon Selective	1	2lts	£ 89.00		£ 89.00
Vitax 50/50 Soluble Iron	2	10kg	£ 45.00		£ 90.00
Prestige Rose Food 5-5-10	1	25kg	£ 26.50		£ 26.50
Prestige Hard Surface Cleaner	7	5lts	£ 49.00		£ 343.00

Please note the following :

Delivery charge on main order £20+ vat

Subtotal £3,711.69

Terms & Conditions:

As our **2025** product & price guide.

All prices are net delivered (as long as order value is above £250 ex vat) and all prices are subject to VAT @ 20% (except grass seed which is zero rated)

Prices are valid for 30 days after which time they are subject to change unless otherwise stated above .

Jennie Roberts

E & OE



COLLIER
TURF CARE

The Turf Care
Specialists

COLLIER
SPORTS

Date: 23/10/2025

Quotation

HEL005

INVOICE ADDRESS:

Hellesdon Parish Council
Diamond Jubilee
Wood View Road
Hellesdon
Norwich, Norfolk

Post Code: NR6 5QB

Tel:

Fax:

Contact Name:

DELIVERY ADDRESS (if different):

to be confirmed

Post Code:

Tel:

Contact Name:

Please note these are our 2025 prices and will increase for 2026

Item Code	Item Description		Qty.	Unit Price		Total Price
FBL-439-4G	Weighted Portagoal Mini Soccer 7v7/5v5 3.66m x 1.83m	set	1	£ 3,538.44	nett	£ 3,538.44
FBL-367	3.66m x 1.83m White Nets, 4mm polyethylene	set	1	£ 230.40	nett	£ 230.40
NBL-035	Competition Netball Nets	pair	2	£ 8.56	nett	£ 17.12
FLG-100	Single Colour Flag	each	8	£ 5.24	nett	£ 41.92

Notes:

Expected Delivery 4-8 weeks from receipt of order

Payment Terms - With new customers we require payment up front via Credit/Debit Card, BACS or Cheque (if paying via cheque funds to be cleared before goods despatched) if **School/College or University** an official purchase order will be accepted at the discretion of management.

Sub-Total £3,827.88

Carriage £156.80

Sub-Total £3,984.68

VAT At Current Rate £796.94

TOTAL £4,781.62



All sports equipment is manufactured by Harrod U.K
The U.K's leading sports equipment manufacture
and all goals / posts conform to all safety standards

Terms:

As our 2023 product and price guide or see attached

Prices are valid 30 days after which time they are subject to change unless otherwise stated above.

E & OE

ALOTEK SHELTERS

www.alotekshelters.co.uk

ALOTEK SHELTERS

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With Over 30 Years Of Experience In The Industry, Alotek Ltd Is A Leading Manufacturer Of Entrance Canopies, School Canopies, Covered Walkways, Sunlight Rooms, Cycle Shelters, Buggy Shelters And Smoking Shelters.

Our team utilises 3D drawings and client specifications to create the highest quality structures, serving customers nationwide. After our team complete a free site survey, our highly accredited in-house designer will create a realistic artist impression, enabling clients to visualise the end product. We only fabricate shelters using high-Grade aluminium, with the most experienced engineers in our field – ensuring that you receive the best possible product.



Why Choose Alotek Shelters



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Innovative



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✉ info@alotekshelters.co.uk

📍 160b Portland Street, Southport, PR8 6RB

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CANOPIES



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WALKWAYS**



**CYCLE
SHELTERS**



**BUGGY
SHELTERS**



Free On Site Survey Available

Contact Us Today To Find Out What We Can Do For You

☎ 01704 547 321

✉ info@alotekshelters.co.uk

📍 160b Portland Street, Southport, PR8 6RB





QUOTE

You were served today by:
GM5 GARY MASSEN (1U)

Account No: H5678

No: H1U21219

Date: 30Oct25

6	IKO IKO SHED FELT GREEN 10 x 1m 56020049 RF320070 COLOUR HAS CHANGED, IF SELLING MORE THAN 1 ROLL PLEASE ENSURE BATCH IS THE SAME	21.00	126.00	20.00%
4	SADOLIN EXTRA DURABLE CLEAR COAT 2.5l SATIN 5051842 PC030132	47.09	188.36	20.00%

NOT A TAX DOCUMENT

RETURNED GOODS MAY INCUR A HANDLING CHARGE

PLEASE REPORT ANY DISCREPANCIES WITHIN 3 DAYS

Approximate weight 108 kg (1 product not weighed)

Goods Total: 314.36

Vat: 62.87

TOTAL DUE: 377.23

Invoice to: 01603 301751
HELLEDON PARISH COUNCIL
THE COUNCIL OFFICES
DIAMOND JUBILEE LODGE WOODVIEW
HELLEDON
NR6 5QB

Thank you for your business!
186a Reepham Road, Norwich,
Norfolk, NR6 5SN
T: 01603 408400
www.huwsgray.co.uk

Our quotes will only be valid for the month they were generated.
Unfortunately we are unable to notify customers prior to every increase.
COMPANY REGISTERED IN ENGLAND AND WALES Reg no: 2506633 - VAT Reg no: 713 6074 54
TERMS: Nett payment before end of month following date of invoice. The goods remain the property of Huws Gray Ltd until payment has been effected.
Head Office / Accounts: Unit 1, Station Road, Pampisford, Cambridgeshire, CB22 3HB
For our terms and conditions please see our website at huwsgray.co.uk
For information about how we use your personal data please see our privacy policy at <https://huwsgray.co.uk/privacy>

Products stating FSC® or PEFC are: FSC® MIX 70% SA-COC-002262 or 70% PEFC CERTIFIED SA-PEFC-COC-002262

Sales - Quote

Mr. Kevin Sage
Hellesdon Parish Council
Diamond Jubilee Lodge
Woodview Road
, Norwich
NR6 5QB

Quote No. SQ313528-1
Sell-to Contact No. 490183
Quote Date 16-10-2025
Expiration Date 15-11-2025

Sales Support Jordan Goodwin
Email jorgoo@kompan.com

Project Name EN374725 REFURB -Hellesdon Parish Council, Norwich, NR6 5QB

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-SURFACING	Bespoke Safety Surfacing Quotation Supernova: Patch Repair 900mm x 1900mm in Brown @50mm Basket swing: Patch Repair 350mm x 11m in Brown @50mm Surfboard: Bpatch Repair 350mm x 5.5m in Brown @ 50mm Additional SBR Base to regulate	1	Pieces	4,062.86	4,062.86
Total GBP Excl. VAT					4,062.86
20% VAT					812.57
Total GBP Incl. VAT					4,875.43

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

All pricing is inclusive of MCD

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:

Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:

For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.






The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:




Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

<p>Basket swing 350mm x 11m</p> <p>Brown mulch</p> <p>50mm</p>		
Works Description 4	Remedy Action	Photo of Works
<p>Additional Photos</p>		
Works Description 5	Remedy Action	Photo of Works
<p>Surfboard 350mm x 5.5m</p> <p>Brown mulch</p> <p>50mm</p>		

Spare + I Refurb Scope of Works

Customer Name	Hellesdon Parish Council		Date:	15/10/2025
Opportunity Description	EN374725	What3Words	///remit.riots.adding	
Address	Hellesdon Parish Council, Norwich, NR6 5QB	Access to site from	Middletons Ln, Norwich NR6 5SR	
Scope of Works				
Works Description 1	Remedy Action		Photo of Works	
Site image				
Works Description 2	Remedy Action		Photo of Works	
Supernova 900mm x 1900mm Brown mulch 50mm				
Works Description 3	Remedy Action		Photo of Works	



DD HEALTH AND SAFETY SUPPLIES LTD.
2 KINGSWAY
CITY TRADING ESTATE
NORWICH
NORFOLK
NR24UE

Tel: 01603 628891 Fax 01603 764882

www.ddhssonline.co.uk

accounts@ddhss.co.uk

Quotation

Page 1

Bank details: Sort Code 16-26-30

Account No: 11315861

Terms: Strictly Nett 30 days

HELLESDON PARISH COUNCIL (E)
 THE COUNCIL OFFICE
 DIAMOND JUBILEE LODGE
 WOOD VIEW ROAD
 HELLESDON
 NORWICH, NR6 5QB

Invoice No.

246681

Invoice/Tax Date

24/10/2025

Cust. Order No.

KEVIN

Account No.

HEL003

***** ***** Warning Immediate price increases due to sudden rise in raw materials *****

Stock Code	Product Description	Quantity	Unit Price	Disc %	Net Amount	VAT
RX101	PRO RTX POLO SHIRT BOTTLE LARGE X5	5.00	5.00	0.00	25.00	5.00
RX301	PRO RTX SWEATSHIRT BOTTLE LARGEX2	2.00	8.00	0.00	16.00	3.20
EMB/LB	EMBROIDERY LEFT BREAST	7.00	2.50	0.00	17.50	3.50
715	TUFFSTUFF PRO FLEX WORK TROUSERS BLACK 34	2.00	19.95	0.00	39.90	7.98
S414	SHETLAND BODYWARMER BLACK MED	1.00	18.00	0.00	18.00	3.60
ORB/GERAI	GERAINT YELLOW TRAFFIC JACKET	1.00	16.95	0.00	16.95	3.39
DTF/2COL	UPTO 2 COLOUR HEAT-SEAL LOGO BACK	1.00	2.50	0.00	2.50	0.50
MOTORW	2 BAND YELLOW HI VIS VEST	1.00	2.50	0.00	2.50	0.50

VAT Reg No: 304 8937 47
 QUOTED PRICES ON COMPUTER

Delivery Note No:

Carriage Net

0.00

Total Net Amount

138.35

Total Tax Amount

27.67

Invoice Total

166.02

Milne Safety Courses

All costs exclude vat – Courses can be held on site or at Milne Safety

Course – open course dates available	Duration	Delegates	Cost	
			Milne Safety	On Site
Asbestos Awareness	½ day	10	£95.00 pp	£499.00
Abrasive Wheels	½ day	10	£95.00 pp	£455.00
Confined Spaces (Low Risk)	½ day	10	£95.00 pp	£455.00
COSHH Assessment	½ day	10	£95.00 pp	£455.00
Risk Assessment	½ day	10	£95.00 pp	£455.00
Health & Safety Awareness	½ day	10	£95.00 pp	£455.00
Manual Handling	½ day	10	£95.00 pp	£455.00
Lorry Banksman on site only	½ day	10	£95.00 pp	£455.00
Fire Extinguisher	½ day	10	£95.00 pp	£455.00
Fire Marshal	½ day	10	£95.00 pp	£455.00
Working at Height Add on Ladders and Steps or Harness	½ day	10	£95.00 pp	£455.00
Working at Heights - Ladder Inspection	½ day	10	£95.00 pp	£455.00
The above courses can be mixed and matched with one course AM and the other course PM				
Emergency First Aid at Work	1 day	10	£135.00pp	£975.00
First Aid at Work	3 days	10	£295.00pp	£2895.00
IOSH Managing Safely® (open course dates available)	3 days	Open course dates	£575.00 per person	
IOSH Working Safely	1 day	Open course dates	£155.00 per person	
Spill Kit (DF only)	½ day	10	£455.00	
Working at Height - Mobile Tower Scaffold	½ day	0 to 5	£455.00	
Working at Height - Mobile Tower Scaffold	1 day	5 to 10	£755.00	
HEALTH SURVEILLANCE				
Lung Function, Audiometric Testing, Face Fit, Skin Surveillance	Email rebecca@milnesafety for cost and dates			
FORKLIFT TRAINING				
Novice	3 days	1 Max	£785.00	
Novice	4 days	2 Max	£1030.00	
Novice	5 days	3 Max	£1285.00	
Refresher	1 day	3 Max	£285.00	
Experienced	2 days	2 Max	£545.00	
Experienced	3 days	3 Max	£785.00	
We can train on Pallet Truck, Counterbalance, Sideloader, Reach Truck, Pivot Steer, Rough Terrain, VNA,				
OVERHEAD GANTRY				
Novice	2 days	4 max	£785.00	
Refresher	1 day	4 Max	£545.00	
Experienced	1 day	4 Max	£545.00	
Slinging Signalling – Novice	1 day	4 Max	£545.00	
Slinging Signalling - Refresher	½ day	4 Max	£380.00	



HuwsGray
Building Supplies & Solutions

QUICK QUOTE

TALLY COLLECT
mc7 13:48

QUOTE

You were served today by:
mc7 MARK CUNNINGHAM (1U)

Account No: H5678

No: H1U21168

Date: 23Oct25

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	TAX
1	GALVANISED CORRUGATED SHEET 8/3 PROFILE 24g 8' 600mm COVER RF070040	30.42	30.42	20.00%
1	GALVANISED CORRUGATED SHEET 8/3 PROFILE 24g 10' 600mm COVER RF070060	38.03	38.03	20.00%
1	SUPREME 6' 1830mm SLOTTED CONCRETE CORNER POST SLT183C LE200380	42.16	42.16	20.00%
1	SUPREME 6' 1830mm SLOTTED CONCRETE INTERMEDIATE POST SLT183I LE200360	20.09	20.09	20.00%

NOT A TAX DOCUMENT
RETURNED GOODS MAY INCUR A HANDLING CHARGE
PLEASE REPORT ANY DISCREPANCIES WITHIN 3 DAYS

Approximate weight 108 kg

Goods Total:	130.70
Vat:	26.14
TOTAL DUE:	156.84

Invoice to: 01603 301751
HELLESDON PARISH COUNCIL
THE COUNCIL OFFICES
DIAMOND JUBILEE LODGE, WOODVIEW
HELLESDON
NR6 5QB

Thank you for your business !
186a Reepham Road, Norwich,
Norfolk, NR6 5SN
T: 01603 408400
www.huwsgray.co.uk

Our quotes will only be valid for the month they were generated.
Unfortunately we are unable to notify customers prior to every increase.
COMPANY REGISTERED IN ENGLAND AND WALES Reg no: 2506633 - VAT Reg no: 713 6074 54
TERMS: Nett payment before end of month following date of invoice. The goods remain the property of Huws Gray Ltd until payment has been effected.
Head Office / Accounts: Unit 1, Station Road, Pampisford, Cambridgeshire, CB22 3HB
For our terms and conditions please see our website at huwsgray.co.uk
For information about how we use your personal data please see our privacy policy at https://huwsgray.co.uk/privacy

Products stating FSC® or PEFC are: FSC® MIX 70% SA-COC-002262 or 70% PEFC CERTIFIED SA-PEFC-COC-002262

**customer
favourite**

Ecologi
Trees planted
with every order
over \$500

Up to
**15%
SAVING**
With multiple
purchases

★ **Trustpilot**
★★★★★

"Exceptional quality. Beautiful bench;
so heavy and secure.
Very pleased."

**FREE
& FAST
DELIVERY***

Model Shown: RFPY007 in Brown

Captain's Double / Treble Seat

Best-selling bench with a timeless design

Features & Specifications

- 100% recycled plastic material guaranteed maintenance-free for 25 years
- SAVE up to 15% per bench when purchasing in bulk
- Each Double Seat recycles 784 2-litre plastic bottles and each Treble Seat recycles 1,008 2-litre plastic bottles
- Choose from two standard sizes to comfortably seat 2-4 people per bench
- Attractive woodgrain effect available in a range of colours
- Will never split, chip, crack, rot, or degrade
- Seat height: 435mm
- Double Seat weighs 28kg and Treble Seat weighs 36kg
- FREE delivery to UK mainland* on all orders over £350



Model Shown: RFPY007 in Black

784
PLASTIC BOTTLES
Saved From Landfill!

Benefits



Available Colour(s)

(Undercarriage supplied in black for coloured options)



How to order: State code, colour and quantity

Prices

Code	Description	Colour	Seats	L x D x H (mm)	Weight (kg)	Price Each		
						1-4	5-19	20+
RFPY007	Treble Seat	BLK,BRN	3	1671 x 650 x 895	36	£370	£335	£295
RFPY008	Treble Seat	BLU,CBY,GRN,GRY	3	1671 x 650 x 895	36	£445	£400	£355
RFPY010	Double Seat	BLK,BRN	2	1364 x 650 x 895	28	£250	£230	£215
RFPY011	Double Seat	BLU,CBY,GRN,GRY	2	1364 x 650 x 895	28	£280	£260	£240

*Black and Brown in stock and available for fast delivery

Visit us online:
recycledfurniture.co.uk

Or email:
sales@recycledfurniture.co.uk

Freephone:
0800 1777 052

Please be aware that our range of 100% recycled plastic furniture is supplied partly assembled

Ref. Hellesdon War Memorial.

From: alan robinson asrobinson@live.co.uk

To: Hellesdon Parish Council - Grounds grounds@hellesdon-pc.gov.uk

Sent: Friday 24 October at 16:46

Dear Sir / Madam,

Thank you for your enquiry.

Upon examining the memorial, we have found that the Lead work on the lettering to the First World War casualties is now in need of re-hammering in; as the Lead is now becoming slightly raised allowing water to seep into the holes that the lead is hammered into which will cause problems in the future. The Second inscription to the Second World War casualties is fine. Both inscriptions are now coming up to the point where they would benefit from repainting but we would recommend waiting for dryer and warmer weather as the enamel paint's life span is greatly increased if its allowed to dry and harden with no moisture present. the price to re-hammer the Lead lettering and paint both inscriptions with black enamel would be £240.00.

With thanks,

Alan Robinson,

S & A Robinson stonemasons.

QUOTATION

**HuwsGray**Building Supplies & Solutions
huwsgray.co.uk

Our Ref: Q1U04862/1 BENJAMIN REED (1U)
Your Ref: Patricia Kirby
Effective Date: 24Oct25
Issue Date: 24Oct25
Page: 1
Account No.: H5678

HUWS GRAY LTD
186a REEPHAM ROAD
NORWICH, NORFOLK NR6 5SN
Email: norwichsales@huwsgray.co.uk
Tel: 01603 408400

Customer**Delivery**

HELLESDON PARISH COUNCIL
THE COUNCIL OFFICES
DIAMOND JUBILEE LODGE, WOOD VIEW

HELLESDON
NR6 5QB

Tel: 01603 301751 Mob:
Email: finance@hellesdon-pc.gov.uk

Line	Qty	Description	Price ex VAT	Value
1	36	GALVANISED CORRUGATED SHEET 8/3 PROFILE 24g 8' 600mm COVER RF070040	26.36 Each	948.96
2	12	SUPREME 8' 2440mm SLOTTED CONCRETE INTERMEDIATE POST SLT244I LE200420	18.62 Each	223.44
3	6	SUPREME 9' 2745mm SLOTTED CONCRETE CORNER POST SLT274C LE200470	46.77 Each	280.62
Overall total from line 1				1453.02
VAT				290.60
Total including VAT				1743.62

***** TO PLACE AN ORDER PLEASE CONTACT US *****
PLEASE QUOTE REF. NUMBER

Quotations are subject to our normal Terms and Conditions of sale. A copy is available on our website.

Due to the current climate quotes will only be valid for the month they were generated. Unfortunately we are unable to notify customers prior to every increase. Special orders cannot be returned

Customer are responsible for ensuring the accuracy of any design, drawing or specification provided by them. If we are asked to assist customers by estimating quantities, we will not be liable for any shortage or over-estimation of materials nor for any consequential loss, however caused. Estimates will be based on minimum specifications recommended by our suppliers. Final quantities are the customer's responsibility and customers are strongly advised to employ the services of a qualified quantity surveyor.

Products stating FSC® or PEFC are: FSC® MIX 70% SA-COC-002262 or 70% PEFC CERTIFIED SA-PEFC-COC-002262

Head Office - Industrial Estate, Llangefni, Anglesey LL77 7JA

COMPANY REGISTERED IN ENGLAND AND WALES Reg no: 2506633 - VAT Reg no: 713 6074 54



Ernest Doe & Sons Ltd
Stanford Tuck Road, Lyngate
Industrial Estate, North Walsham
NR28 0TY

Tel: 01692 405121

www.ernestdoe.com

QUOTATION

7th October 2025

Our Ref JG/1020

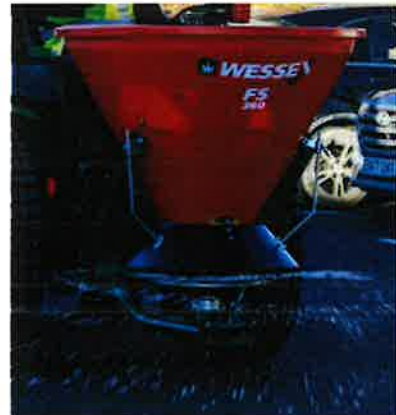
Hellesdon Parish Council
The Council Office
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich
NR6 5QB

Dear Kevin

I have great pleasure in submitting the following quotation.

TO SUPPLY ONE WESSEX FS-360-P-WK MOUNTED SPREADER

- 360 litre non corrosive hopper capacity
- Spread width up to 14 meters
- 466kg loading capacity (granular, fertiliser)
- Stainless steel disc for corrosion resistance
- Adjustable fins to alter spread pattern
- Ability to spread fertilizer, salt & grass seed
- Flow gate to control release of materials
- Hopper cover
- 3 point linkage & PTO driven



List Price £1,390.00

Balance £1,250.00

Chairman: C E Doe Managing Director: A E Doe Sales Director: G C K Parker

Registered No: 431173 in England Registered Office: Ulting, Maldon, Essex CM9 6QH Tel: 01245 380311

Contracts for all goods and services supplied by the Company are subject to the Terms and Conditions of the Company, a copy of which is available online at ernestdoe.com/terms.

We are committed to safeguarding all personal data handled by us. Please refer to ernestdoe.com/privacy for a full copy of our privacy policy.

TO SUPPLY ONE STIHL FS91 (4180 200 0684) BRUSHCUTTER

- 36cc 4-mix engine
- 5.5kg
- Auto cut 26-2 mowing head & 230-2 metal blade
- Advance universal harness
- Central clamping device for handle
- Stihl anti vibration system
- Single handed multi function handle

List Price £578.33
Balance £492.00



All Prices Quoted Exclude VAT (Unless Stated)

Quote is Valid for 30 Days.

We hope the aforementioned meets with your approval and if you should require any further assistance, please do not hesitate to contact me at any time.

Assuring you of our best attention and service at all times.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Goff'.

James Goff
Groundcare Area Sales Manager
Tel: 07392 087066



**ERNEST DOE AND SONS LIMITED
TERMS AND CONDITIONS OF SALE**

1. DEFINITIONS

'The Company' – Ernest Doe & Sons Limited and all companies within the Doe Holdings Group.

'The Conditions' – The terms and conditions of sale or purchase and the supply of services as set out in this document. 'The Customer' – Any legal entity or person placing an order for, or receiving, Goods or Services supplied by the Company.

'Goods and Services' – Any product or service the Customer agrees to purchase, supplied by the Company, in accordance with these terms.

2. DELIVERY

All orders for Goods and Services are accepted by the Company in good faith, on the basis of the Conditions. However, any dates quoted for the delivery are approximate only and the Company cannot guarantee delivery or completion by any particular date and shall not be liable for any delay in delivery or consequential loss which may result.

3. PRICE AND PAYMENT

The price ("Price") shall be as set out on the relevant invoice. Prices are stated exclusive of VAT and other applicable taxes and on an ex works basis. Where appropriate, Value Added Tax will be applied at the effective rate at the date of invoice. The Company reserves the right to change the Price on giving written notice.

Estimates and quotations for Goods and Services are given in good faith and the Company reserves the right to amend an estimate or quotation value where economically necessary.

Unless otherwise agreed in writing between the Company and the Customer, all machinery purchases must be paid for in full on or before delivery. For all other purchases, for Customers with a Company credit account, payment is due on or before the 23rd of the month following the date of the invoice. If the Customer is not a credit account holder, payment is due immediately on transfer of Goods and Services. Time for payment shall be of the essence. The Company reserves the right to charge interest on any unpaid amount at 4 percent above Barclays Bank Base Rate. The Company reserves the right to instruct solicitors to recover aged debt. If the Customer should be in default of payment due to the Company, the Company shall have the right to suspend deliveries of Goods and Services. The Customer will remain liable for payment for all Goods delivered or Services performed for them up to that time.

4. ACCEPTANCE, TITLE, RISK & LIEN

The Customer shall be deemed to have accepted the Goods upon either collection from the Company or delivery to the Customer. The Goods shall be at the Customer's risk immediately from delivery or collection. However, irrespective of delivery, the Company retains full title and rights to the Goods and Services supplied until full payment has been received from or on behalf of the Customer.

If the Company fails to receive payment for the Goods, the Customer accepts that the Company may enter upon any premises owned, occupied or controlled by the Customer where the Goods are situated and repossess the Goods. The Company shall have a general lien on all goods or materials in its possession, custody or control for all sums due at any time from the Customer.

5. WARRANTIES

Subject to as expressly provided in these Conditions, all warranties, conditions or other terms implied by statute or common law are excluded to the fullest extent permitted by law. The Company will, if required to do so, provide the opportunity for a Customer to inspect Goods prior to ordering to ensure suitability for their requirements and the Company warrants that the Goods will at the time of delivery correspond to the description given by the Company. The Customer shall be entitled to the benefit of any warranty or guarantee given by the manufacturer to the Company to the extent that the Company is able to pass such warranty or guarantee on to the Customer.

6. CANCELLATION

Cancellation of orders cannot be accepted without the prior agreement in writing of the Company. The Company shall not be liable for any loss or damage whatever arising from such cancellation.

7. LIMITATION OF LIABILITY

In the event of any breach of this contract by the Company the remedies of the Customer shall be limited to damages only. Except in respect of death or personal injury caused by the Company's negligence or fraudulent misrepresentation (a) the Company shall not be liable to the Customer for any indirect or consequential loss (including loss of profit) which arise out of, or in connection with the contract or these Conditions; and (b) the Company's entire liability to the Customer arising under or in connection with these Conditions whether for negligence, breach of contract or otherwise shall be the greater of (i) the price of the Goods or Services supplied on the invoice; and (ii) the amounts of insurance held and then available to the Seller under its insurance policies in respect of the Customer's loss.

8. FORCE MAJEURE

Neither party shall be liable for any failure, delay or default in performing its obligations due to any act of 'Force Majeure'. This includes Acts of God, war, terrorism, riot, strike, lockout, industrial action, fire, flood, failure of energy sources or transport network, breakdown of plant or machinery, loss at sea, malicious damage, drought, tempest, storms, natural disasters or extreme adverse weather conditions, default of suppliers or subcontractors or other event beyond the reasonable control of either party (which, by its nature, could not have been foreseen and was unavoidable).

9. THIRD PARTY RIGHTS

For the avoidance of doubt nothing in this contract is intended to confer on any third party any benefit or right to enforce any terms of the agreement.

10. ENGLISH LAW

The formation, existence, construction, performance, validity and all aspects of this Contract shall be governed by English Law.

QUOTATION

Our Ref: Q1U04759/1 GARY MASSEN (1U)
Your Ref: Patricia Kirby
Effective Date: 10Oct25
Issue Date: 10Oct25
Page: 1
Account No.: H5678

HUWS GRAY LTD
186a REEPHAM ROAD
NORWICH, NORFOLK NR6 5SN
Email: norwichsales@huwsgray.co.uk
Tel: 01603 408400

Customer

HELLESDON PARISH COUNCIL
THE COUNCIL OFFICES
DIAMOND JUBILEE LODGE, WOOD VIEW

HELLESDON
NR6 5QB

Tel: 01603 301751 Mob:
Email: finance@hellesdon-pc.gov.uk

Delivery

FENCING

Line	Qty	Description	Price ex VAT	Value
1	1	COMPLETE COMPOSITE FENCING VERSAFENCE INSERTS (PACK OF 2) CHARCOAL CCIVERSAC LE310420-D	25.00 Each	25.00
2	1	COMPLETE COMPOSITE FENCING VERSAFENCE INSERT CAPS (PACK OF 2) CHARCOAL CCCVERSAC LE310430-D	2.25 Each	2.25
3	1	COMPLETE COMPOSITE FENCING VERSAFENCE BOARD 1830 x 160 x 20mm CHARCOAL CCVERSAC LE310400-D	12.00 Each	12.00
Composite decking £				23.62 + vat Ea.
36.00 x 136mm x 25mm Thick.				
Overall total from line 1				39.25
VAT				7.85
Total including VAT				47.10

*** TO PLACE AN ORDER PLEASE CONTACT US ***
PLEASE QUOTE REF. NUMBER

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Head Office - Industrial Estate, Llangefti, Anglesey LL77 7JA

COMPANY REGISTERED IN ENGLAND AND WALES Reg no: 2506633 - VAT Reg no: 713 6074 54

Hellesdon Parish Council - Support

From: Hellesdon Parish Council - Support
Sent: 24 October 2025 15:56
To: Hellesdon Parish Council - Grounds
Subject: FW: Recreation ground barriers

Maybe they could be painted bright yellow like the ones outside the Library??

Maureen

From: Hellesdon Parish Council - Support
Sent: 24 October 2025 15:46
To: Hellesdon Parish Council - Grounds <grounds@hellesdon-pc.gov.uk>
Subject: Recreation ground barriers

Kevin

Not sure if anything needs to be actioned with this but passing to you for info / attention.

Mr Gregory of 7 Pinewood Close (07795828872) phoned to say that his granddaughter hid her head on the barriers (he called them meta posts) that are at the end of the pathway to the recreation ground.

She is 4 years old and he said she ran smack into them not expecting them to be there. He wondered if we had any other such reports.

He said he thinks she is fine and he is not complaining but would like a call to see if anything can be done – he thinks there should be some kind of protection around them so that young children don't run into them.

Maureen

LEARNING AND FOOD JUSTICE ON ALLOTMENTS

Chance to contribute
to the research on
allotment communities

HOW DO YOU LEARN TO GROW FOOD AT ALLOTMENTS?

- Do you have some spare time to show me your allotment and share your experience and knowledge on allotments with me?
- Would you be happy to tell me how you learned to grow food on your allotment?
- Would you be interested in sharing what you, your family and your community gain from allotments?

If the answer is yes, please, get in touch via email, phone or pop to my Hellesdon Allotment plot 48b and say hello.

IF YOU DECIDE TO SHARE YOUR EXPERIENCE:

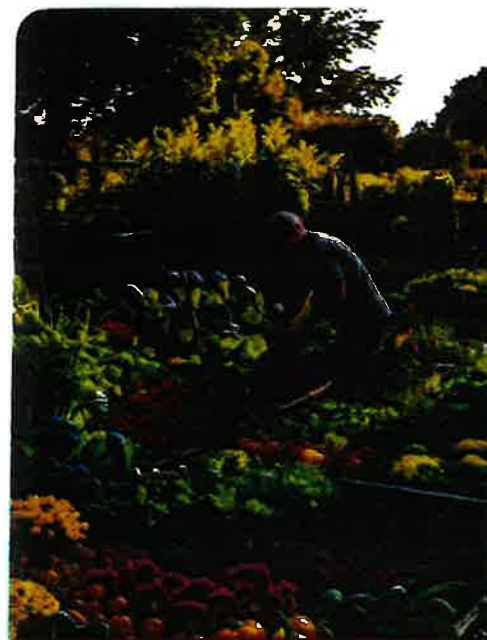
You will contribute to my doctoral research on learning and food fairness on allotments, highlighting the often-overlooked role of community-based food growing.

FOR MORE INFORMATION, PLEASE, SCAN THE QR CODE OR FOLLOW THE LINK BELOW:



https://www.canva.com/design/DAGqg8VFqSk/PXTS_V3giRyTO_Xd-o3Rmg/view?utm_content=DAGqg8VFqSk&utm_campaign=designshare&utm_medium=link2&utm_source=uniquelinks&utlId=h1845f3baa5

University of Hertfordshire **UH** Ethics Committee



I WOULD LOVE TO HEAR
ABOUT YOUR ALLOTMENT
EXPERIENCE ANY TIME
BETWEEN AUGUST AND
OCTOBER 2025.

CONTACT INFORMATION:

Kaja Weaver
k.weaver2@herts.ac.uk
(+44) 07999 544935

I LOOK FORWARD TO
HEARING FROM YOU -
THANK YOU FOR YOUR HELP!

Protocol Number: 1342 2025
Aug HSET

Risks of taking part in this study:

There are no immediate risks associated with this study. However, some experiences and topics might be uncomfortable to discuss. Please, remember that you do not need to take part or share anything that you do not feel comfortable with and could cause further distress.



How will my taking part in this study be kept confidential?

During my allotment visit, I may take handwritten notes and later write up fieldnotes. These will not include any personal or identifiable data. To protect privacy, all participants will be given pseudonyms. Any conversation, whether casual or part of a planned activity, will be treated as confidential to the extent that it will not be shared outside the particular activity, and will be used in fully anonymised form for the purpose of this research only.

One-to-one and group discussions may be recorded using a digital recorder. These recordings will be transcribed, transcripts anonymized and the recordings deleted from the recording device. The recordings will be accessed only by the researcher. No names or identifying details appear in any documents from this study.

How will data about you be used

All collected data will be anonymized before it is used. Once anonymized, it will be analyzed and findings shared in my PhD thesis. Key findings may also be shared through academic journals, conferences.

Anonymized data might inform relevant local, regional or national policy.

The data collected may be re-used or subjected to further analysis as part of a future ethically-approved study; the data to be re-used will be anonymized.

The results of the study and/or the data collected (in anonymized form) may be deposited in an open access repository.

How will my data be kept safe?

All collected data will be anonymized and given pseudonyms before being stored. It will be kept on my my university password-protected OneDrive cloud storage. The list of pseudonyms and my fieldwork log will be stored separately and will also be protected with a password. The data will be kept for 5 years and will then be securely deleted. Only anonymized data will be shared with supervisors or any future collaborators.

This study has been reviewed by The University of Hertfordshire Health, Science, Engineering and Technology Ethics Committee with Delegated Authority.

The UH protocol number is 1342 2025 Aug HSET

If you would like further information or would like to discuss any details personally, please get in touch with me by phone or by email:

Kaja Weaver - (+44) 07999544935; k.weaver2@herts.ac.uk

Alternatively, you can email my supervisors:

Frances Harris - f.harris@herts.ac.uk

Rebecca O'Connell - r.oconnell2@herts.ac.uk

Although we hope it is not the case, if you have any complaints or concerns about any aspect of the way you have been approached or treated during the course of this study, please write to the University's Secretary and Registrar at the following address:

Secretary and Registrar
University of Hertfordshire
College Lane
Hatfield
Herts
AL10 9AB

Thank you very much for reading this information and giving consideration to taking part in this study.

University of Hertfordshire UH Ethics Committee

HOW DO YOU LEARN TO GROW FOOD AT ALLOTMENTS

Introduction

You are invited to take part in a doctoral study. Before you decide whether to do so, it is important that you understand the study that is being undertaken and what your involvement will include.

What is the study about?

This study explores how allotments contribute to fairer food system through everyday practices. While allotments are known to support positive change, there is little known about the role of learning and knowledge sharing within these communities. This research aims to understand how social learning in allotments helps promote just food systems, focusing on the following questions:

(a) how people in allotment communities create, share, and use knowledge;

(b) what motivates people to take part in these practices, and what barriers might exist;

(c) how this learning leads to food-related outcomes that benefit individuals, communities, and society;

(d) and how these everyday actions can be seen as a subtle form of activism.

Do I have to take part?

It is completely up to you whether or not you decide to take part in this study. If you do decide to take part you will be given this information sheet to keep and be asked to sign a consent form. Agreeing to join the study does not mean that you have to complete it. You are free to withdraw at any stage without giving a reason. A decision to withdraw at any time, or a decision not to take part at all, will not affect any treatment/care that you may receive (should this be relevant).



Who is being asked to take part?

Anyone, aged above 18, engaged in allotment activities can take part.

This primarily includes members of the allotment community, such as allotment gardeners, the allotment association members, allotment leadership etc.

Other stakeholders (council officers, charities, community food hubs, etc.) who engage with the allotment sites and communities are also invited.

What will taking part in the research involve?

This is a pilot study will take place between August and October 2025. During this time, I will take part in the allotment community as active member - tending my plot, attending events, and joining in community activities. During my visits, I will write fieldnotes to record my observations. These notes will not include any identifiable information and will be fully anonymized

You can take part in my research by joining a one-to-one or group discussion, lasting between 30 minutes to one hour. These conversations will explore your experience of learning, knowledge sharing and food fairness on allotments. You may also choose to share photos reflecting important aspects of learning or food fairness on allotments.

These photos will not be used only to guide our conversation. During these conversations, you will have the opportunity to shape a future survey by suggesting questions that matter to the the allotment community.

With your consent, the discussions will be audio recorded. The recordings will be transcribed and the transcripts will be anonymized. The access to the recordings will be limited to me as a researcher

If you have any concerns about my observations or involvement, please, do not hesitate to let me know.

Benefits of taking part in this study:

This study offers an opportunity to reflect on your own practices, motivations, and the value of your involvement in the allotment community.

By sharing your experiences, you will contribute to research aimed at promoting more just food systems. Your insight will help highlight the often-overlooked role of community-based food growing. Findings could also inform local or national policies related to food, urban planning, and community development - benefiting allotment communities in the long term.

Quietly Does It: Learning Together for Food Justice on Allotments

Supporting Information for Research Request – Hellesdon Parish Council Allotments

Kaja Weaver

k.weaver2@herts.ac.uk

This project about learning and food justice on allotments is funded by the University of Hertfordshire as part of a full doctoral scholarship, and is partially affiliated with National Institute for Health Research ARC East of England. The project is planned to be conducted in four stages: 1) scoping study, 2) community-engaged survey, 3) larger survey and 4) participant observations with interviews.

In addition to my request at a previous meeting to conduct a scoping study, I would like to kindly ask please whether the council could extend my permission to carry out the research until autumn 2026 in collaboration with the Hellesdon allotment community and HAHA, which would include participant observations with interviews and a community-engaged survey. Below, the research is briefly explained to inform your decision.

1. Background

This study explores allotments' contributions to food justice. In this study, food justice is understood as a set of principles and ideals surrounding food security, social equality, community agency, environmental sustainability and transformation of the existing food system. Past research suggests that allotments can support positive change through everyday practices, a concept known as *quiet activism*. But little is known about how learning and sharing knowledge within allotment communities plays a role in this process.

The aim of this research is therefore to understand how learning in allotments helps promote more just food systems. Specifically, the study will look at (a) how people in allotment communities create, share, and use knowledge; (b) what motivates people to take part in these practices, and what barriers might exist; (c) how this learning leads to food-related outcomes that benefit individuals, communities, and society; and (d) how these everyday actions can be seen as a subtle form of activism. Participants' experiences and insights will help better understand how everyday gardening practices can support broader food system change. The findings aim to promote allotments as a community-based solution and support local authorities to use them to support residents' wellbeing.

2. Research Approach

The study is based on collaborative ethnography, which offers an opportunity for allotment communities to get involved at each step of the research. It allows multiple stakeholders to shape research to maximise the benefits to the community and all involved.

Within that methodology, I would like to ask the council to allow me to carry out participant observations and interviews with allotment users and relevant stakeholders between now and autumn 2026. During this study, I will continue to look after my Hellesdon allotment plot, attend social events, and engage in other community activities. My observations of the allotment activity will be captured as fieldnotes, and will be later analysed to produce final

results. Fieldnotes will not include any identifiable data, and will be anonymised before analysis.

As part of the ethnographic study, I will also conduct interviews with allotment gardeners and relevant stakeholders. The interviews will be recorded with the interviewee's permission, with recordings transcribed and anonymised before analysis.

Through a collaborative research design, the need for a survey of allotment users was identified. As such, a community-engaged survey is planned. This part of the project has been affiliated with National Institute for Health Research ARC East of England. It will include a) a workshop with allotment community members and stakeholders to discuss the topic and co-design the survey so it reflects community interests and needs; b) the survey will be carried out with particular attention to reaching underrepresented communities; c) survey data will be analysed, and community feedback on the findings will be sought before reports are shared with local stakeholders and allotment communities. The survey designed at this phase will be later carried out at larger areas of Norwich and Luton.

3. Desired outcomes

Ultimately, this research aims to raise awareness of the vital contributions allotments make to society. The triangulated evidence from participant observations, interviews and the community-engaged survey will inform at least two reports. The first one will offer practical guidance on how allotments can be better utilized as community resources, for example to support prevention, wellbeing, and reduction of health inequalities. The second one will provide practical guidance for allotment communities and organizations to help communities strengthen collaboration, enhance learning practices and build inclusive food growing spaces that benefit members and their wider neighbourhoods.

Appendix:

Link to the project on the NIHR ARC East of England website:

<https://arc-ee.nihr.ac.uk/research-implementation/research-themes/prevention-and-early-detection/quietly-does-it-learning>

Report to Council: Appeal Against Termination of Plot 129

Prepared by: Kevin Sage

Date: 27th October 2025

Subject: Review and Recommendations – Appeal Regarding Termination of Plot 129

Background

Plot 129 has been under review following non-compliance with allotment regulations during the current growing season. Although the plot was monitored from the beginning of the season, no evidence of planting or crop growth was observed.

The plot first received a red-letter notice in **June**, but inspections from April showed concerns. Despite ongoing monitoring, the situation did not improve, and the required level of cultivation was not achieved.

Findings

- **Rule 4.1 (Weed Growth):** While weed control was an issue, the primary concern relates to **Rule 4.2 – Cultivation**, which requires that at least 70% of the plot be actively cultivated. This standard was not met.
- **Communication:** Since the issue of the red letters, **no communication** has been received from the plot-holder to explain any health-related difficulties or other mitigating circumstances.
- **Equality Considerations:** Under **Section 21 of the Equality Act 2010** and the **Public Sector Equality Duty (Section 149)**, the Council recognises its responsibility to consider reasonable adjustments for individuals with health conditions or disabilities.

Assessment

While it is acknowledged that Mr Wadsworth may have ongoing health problems, the absence of any communication has made it difficult for the Council or the Allotment Association to take these factors into account at the appropriate time.

Given the size of **Plot 129 (approximately 200 square metres)**, it is considered that maintaining this plot is not currently practical for Mr Wadsworth's circumstances.

Recommendations

In recognition of the Council's duties under the Equality Act 2010 and to ensure fair and compassionate treatment, the following actions are recommended:

1. **Termination of Plot 129** to remain in place, due to non-compliance with the required cultivation standards.
2. **Offer of a smaller communal plot** to Mr Wadsworth as a reasonable adjustment.
 - The communal plot is situated adjacent to the car park and close to the toilet block, providing easier access.
 - The area will be **rotovated** initially to assist with cultivation.
 - The rental fee will be set at **one quarter of the standard rate**.
3. **Future consideration:** If Mr Wadsworth is able to successfully manage the smaller plot, he may be considered for a full-sized plot in future seasons.

Conclusion

This approach ensures that the Council continues to apply its allotment rules fairly while fulfilling its legal and ethical obligations under the Equality Act 2010.

The proposed arrangement allows Mr Wadsworth to remain involved in the allotment community in a way that reflects his current abilities, with the opportunity to return to a full plot in the future should his circumstances improve.

From: Lucy Baldry <lucy.mummymoose@icloud.com>

Sent: Thursday, October 23, 2025 11:53:30 PM

To: paulrs.moore@gmail.com <paulrs.moore@gmail.com>

Subject: Fwd: Appeal – Notice of Non-Renewal for Plot 129 (Bush Road) – on behalf of Mr Lee Wadsworth

Hi Paul,

Please see e-mail I sent to David Marshall following letter advising Lee is being evicted from his plot.

Can you please send it to Mark too.

Thanks,

Lucy

Sent from my iPhone

Begin forwarded message:

From: Lucy Baldry <lucy.mummymoose@icloud.com>

Date: 22 October 2025 at 01:22:55 BST

To: clerk@hellesdon-pc.gov.uk

Cc: Lee Wadsworth <lee.wadsworth1986@icloud.com>

Subject: Appeal – Notice of Non-Renewal for Plot 129 (Bush Road) – on behalf of Mr Lee Wadsworth

Lucy Baldry
[22, Raymond Close](#)
[Hellesdon](#)
[Nr66pg](#)

Tel: 07981764957

22 October 2025

Allotments Officer / Mr David Marshall
Hellesdon Parish Council
The Council Office, Diamond Jubilee Lodge
Wood View Road, Hellesdon, Norwich, NR6 5QB
Email: clerk@hellesdon-pc.gov.uk

Re: Appeal against “Termination of Tenancy – Notice of Non-Renewal”, Plot 129 (Bush Road), dated 1 October 2025 – Mr Lee Wadsworth

Dear Mr Marshall,

Hellesdon Parish Council - Admin

From: Mark VINCENT <markv6012@gmail.com>
Sent: 24 October 2025 15:08
To: Hellesdon Parish Council - Grounds; Hellesdon Parish Council - Admin
Subject: Fwd: Appeal – Notice of Non-Renewal for Plot 129 (Bush Road) – on behalf of Mr Lee Wadsworth

----- Forwarded message -----

From: Paul Moore <paulrs.moore@gmail.com>
Date: Fri, 24 Oct 2025, 07:33
Subject: Re: Appeal – Notice of Non-Renewal for Plot 129 (Bush Road) – on behalf of Mr Lee Wadsworth
To: markv6012@gmail.com <markv6012@gmail.com>

Hi Lucy,
I have forwarded your email to Mark, as requested.
Really sorry to hear about Lee, I hope he is on the mend and wish him a speedy recovery.
I hope the appeal is successful and we see you both on your plots soon.
Thanks for letting us know.
Kind regards

Paul

Sent from Outlook for Android

From: Paul Moore <paulrs.moore@gmail.com>
Sent: Friday, October 24, 2025 7:21:01 AM
To: markv6012@gmail.com <markv6012@gmail.com>
Subject: Fw: Appeal – Notice of Non-Renewal for Plot 129 (Bush Road) – on behalf of Mr Lee Wadsworth

Morning Mark,

Lucy sent this email to me and asked that I forward to you.
Let's hope their appeal is successful and they stick to their plan. May be they will then settle their Haha membership.

See you Saturday

Paul

Sent from Outlook for Android

I am writing **on behalf of my partner, Mr Lee Wadsworth (copied), with his consent**, to appeal the **Notice of Non-Renewal** dated **1 October 2025** for **Bush Road Allotments, Plot 129**, citing **Rule 4.1** and **Rule 4.2**.

We **accept the plot fell below standard** and are sorry. The neglect was **not due to disregard for the rules**. Lee **wanted** to develop more than the **two small beds and a shed**, but while installing the shed he suffered a **knee ligament (UCL) injury** (this has already been repaired twice previously) leaving him unable to dig or kneel for sustained periods. At the same time, we have been under significant **family stress and caring responsibilities**. Lee also has **ADHD** as I do and this affects both of us, particularly in regards to planning and task initiation during pain and stress. Together, these factors meant he **couldn't physically create or manage more than the two beds**, despite wanting to.

What we're asking

Under **ss.20–21 of the Equality Act 2010** and the **Public Sector Equality Duty (s.149)**, we request **reasonable adjustments** and a **short remedial period** in place of non-renewal:

1. **Pause enforcement** of the 31 October 2025 vacation requirement while this appeal is considered (and, if necessary, please **accept this appeal outside the 14-day window** in light of disability and caring duties).
2. Adjust the cultivation expectation to a **proportionate standard** aligned with Lee's capacity:
 - keep the **two beds** in productive use each season (or sown to green manure/off-season cover);
 - keep **paths/edges neat**; and
 - keep all other areas **weed-suppressed** with membrane/mulch (no traditional digging required).
3. Permit **family/friends to assist** Lee with clearance/planting (Lee remains responsible; not subletting).
4. Replace non-renewal with a **short probationary period** tied to the remedial plan below.

Practical remedial plan (8–14 weeks from acceptance)

- **Weeks 0–4:** Edge/trim boundaries and paths; remove tall weeds; lay/repair weed-membrane on non-bed areas; send dated photos.
- **Weeks 5–8:** Refresh the two beds (winter crops or green manure), tidy compost area, secure the shed; send photos.
- **Weeks 9–14:** Maintain edges and weed-suppression; confirm both beds in use or covered; final photo update.

We are happy for **interim inspections** at 4 and 8 weeks.

Evidence & clarification

Your letter notes **photo evidence** is available. Please could you share the photos relied on and specify what was deemed a "**nuisance**", so we can prioritise fixes. We can supply:

- confirmation of the **knee injury** and functional impact;

- confirmation of **ADHD**; and
- dated photos showing the current layout (two beds + shed) and progress.

If adjustments can't be agreed

If the rules prevent the above, we would appreciate an alternative to eviction, such as **renewal on probation for one season**.

Lee values his tenancy and the Bush Road community. With these adjustments and the plan outlined, the plot will be tidy and productive within his capacity, and compliant on a proportionate basis.

Thank you for your consideration. I'm happy to meet on site or correspond further, and Lee is copied for consent and transparency.

Yours sincerely,

Lucy Baldry (plot 115)

(on behalf of **Mr Lee Wadsworth**, Tenant – Bush Road Allotments, Plot 129)

CC: Mr Lee Wadsworth – 19 Lodge Farm Drive, Old Catton, Norwich, NR6 7LP

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[22, Raymond Close](#)
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Tel: 07981764957

22 October 2025

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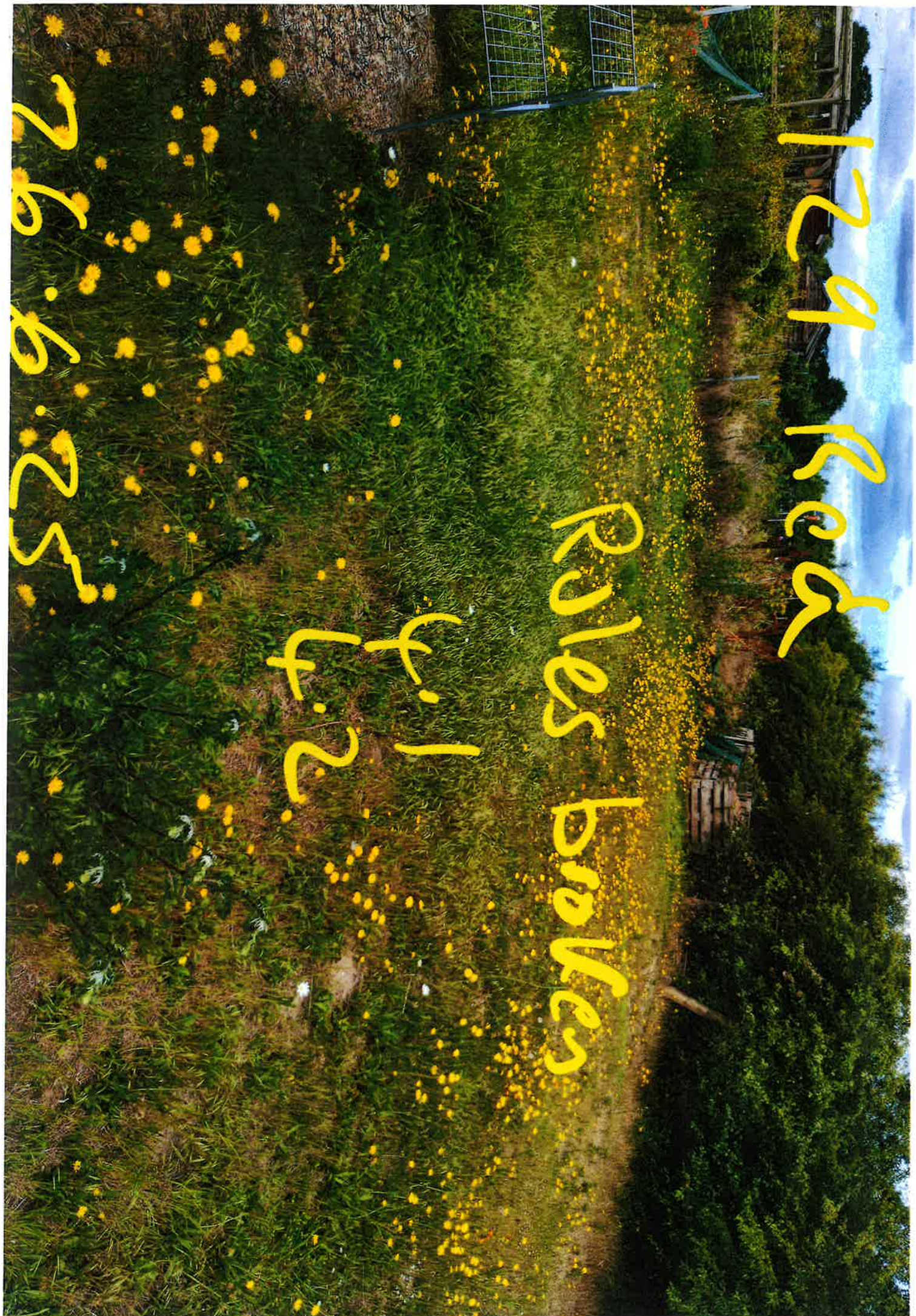
Sent from [Outlook for Android](#)

129 Rock

Rules books

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26.6.25



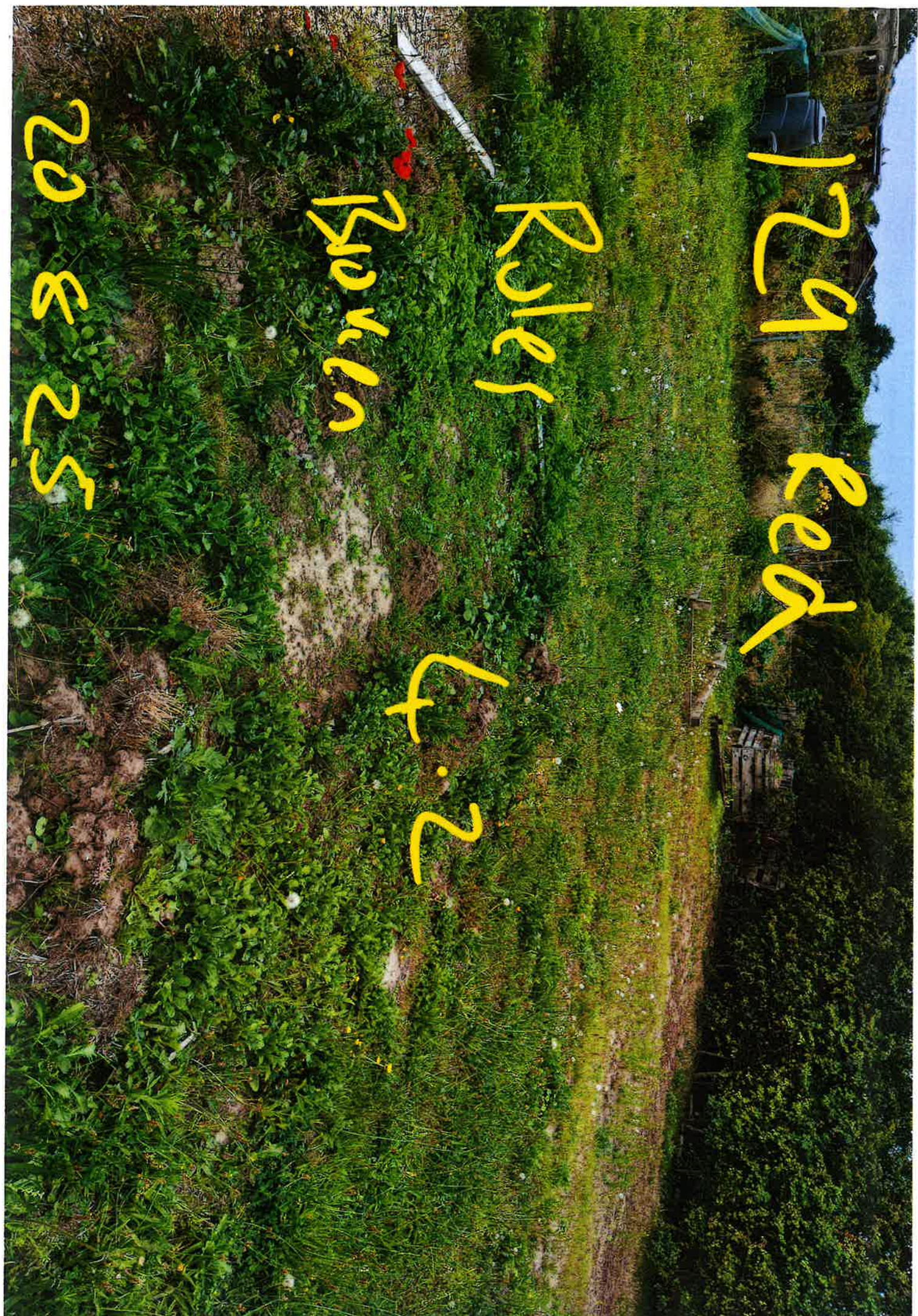
129 Reck

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129

Reck

Rules

Broken

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