A Civility & Respect Pledge Council

HELLESDON PARISH COUNCIL

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

MEETING OF THE FULL COUNCIL

Notice of meeting to be held on Tuesday 9 June 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon. Councillors are summoned to attend for the purpose of transacting the following council business.

The Openness of Local Government Bodies Regulations 2014
Under the above regulations, any person may take photographs, film and audio-record the proceedings and report on all public meetings. If you do not wish to be filmed / recorded, please notify an officer prior to the start of the meeting.

AGENDA

Welcome by the Chair

1. Apologies and acceptance for absence

To receive and accept valid apologies for absence as previously notified to the Parish Clerk.

2. Declarations of Interest and Dispensations

To receive Members' Declarations of Interest in Agenda Items and to note the granting of any requests for dispensations.

3. Minutes from Full Council meeting held 12 May 2026

To agree the minutes of the meeting held on 12 May 2026 as a true and accurate record.

4. Public Participation

To receive questions from the public.
(Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).

5. Other Council's Reports

a) To receive a report from the County Councillor and to note.
b) To receive reports from the District Councillors and to note.

6. Parish reports

a) To receive a report from the Clerk and to note.
b) To receive any updates from the Chair and to note.

7. Financial Matters

a) Approval of Payments and Receipts to 31 May 2026
b) Earmarked Reserves Summary to 31 May 2026
c) Detailed Income and Expenditure to 31 May 2026
d) To receive Bank reconciliation to 31 May 2026
e) To approve continuation of Stephenson Smart Chartered Accountants as the Council's Payroll Provider.

8. Committees

To receive reports from Chairs of Committees and to note.

a) Committee Centre & Café Committee
No meeting held

b) Environment Committee.
To receive draft minutes of the meeting held 12 May 2026 and to note any decisions made.

c) Events Committee
No meeting held. Next meeting to be held 7pm on 10 June 2026.

d) Planning Committee.
To receive minutes of the meeting dated 26 May 2026 and to note.

e) Playingfields, Allotments & Amenities
No Meeting held.

f) Property, Policy & Resources.
No meeting held. Next meeting to be held 7pm on 29 June 2026.

g) Staffing
No meeting held.

9. Annual Governance and Accountability Return

a) To Note Internal Auditor Statement on Annual Return
b) To Agree the Annual Governance Statement 2025/2026
c) To Agree the Accounting Statements for 2025/2026

Other Business

10. To receive report from Aoibheann Power (Work Experience Placement) reviewing her placement week and suggestions for better engagement with young residents in the Parish.

11. To receive a verbal report from Cllr Gurney on AGM of Norfolk County Association of Local Councils held on 14 May 2026.

12. To consider response to Norfolk County Council Highways concerning consultation on A140 Holt Road (adjacent to Trott Rentals) Variable Message Sign Scheme.

13. To receive report from Annual Parish Meeting held 27 May 2026 and to consider request to facilitate a meeting of local business owners in the vicinity of The Bull roundabout to resolving parking issues for patrons.

14. To confirm time, date and location of the next Full Parish Council meeting as 14 July 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

15. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the meeting remaining in view of the confidential nature of the business to be transacted.

16. To consider advice from NP Law regarding comments made on Social Media.

Jonathan Hall

Clerk of the Council **Dated 3 June 2026**

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

ANNUAL MEETING OF THE FULL COUNCIL

Minutes of the Annual Council meeting held on Tuesday 12 May 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Hellesdon.

Present:

Cllr David Maidstone (Chairman)
Cllr David Britcher
Cllr Nigel Barker
Cllr Robin Sear
Cllr Andrew Locke
Cllr Ian Duckett
Cllr Gemma Diffey
Cllr Bill Johnson
Cllr Roy Forder
Cllr Shelagh Gurney
Cllr Mike Hicks
Cllr Mel Maidstone
Cllr John Knowles

In attendance
Jonathan Hall (Parish Clerk & Responsible Financial Officer)
Rebecca Larke (Deputy Clerk)
Three members of the public

The meeting was opened at 7pm.

1. **Election of Chairman of the Council and Declaration of Acceptance of Office**

   It was **RESOLVED** to re-elect Cllr David Maidstone as Chairman of Hellesdon Parish Council. Cllr David Maidstone signed the Declaration of Acceptance of Office.

2. **Election of Vice Chairman of the Council**

   It was **RESOLVED** to elect Cllr David Britcher as Vice Chairman of Hellesdon Parish Council.

3. **Apologies and acceptance for absence**

   Apologies were received from the following Councillors and accepted: Cllr Lacey Douglass, Cllr David Fahy and Cllr Sue Holland.

4. **Declarations of Interest and Dispensations**

   None.

5. **To agree Minutes as a True and Accurate Record of Full Council meeting held 14 April 2026**

   The minutes of the meeting held on 14 April 2026 had been previously circulated. It was **RESOLVED** to accept these minutes as a true and accurate record of the meeting.

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date……

6. **Public Participation**

A parishioner raised concerns about a development at the rear of their property. They were advised to contact the planning compliance department at Broadland District Council.

7. **Council Reports**

a) To receive a report from the Clerk and note

The Clerk advised the old village sign has been taken away and a new sign is being made.

The Clerk informed everyone about a consultation taking place at Hellesdon High School on 19 May 2026 from 3pm to 5pm concerning a three class specialist resource space for which planning permission will be sought. Information will be forwarded to Councillors. Cllr Shelagh Gurney provided further detail on the proposed building project which is being undertaken in conjunction with the Cullum Family Trust.

Further to recent posts on Facebook, the Clerk is in contact with NP Law. The Clerk will circulate the Press and Social Media Policy to all Councillors to remind them of their responsibilities when posting comments on Facebook regarding Parish Council matters

b) To receive a report from the District and County Councillors and note

The Chairman formally thanked the outgoing County Councillor Cllr Shelagh Gurney for all her hard work during her time served as Hellesdon's County Councillor.

Cllr Shelagh Gurney confirmed that the cul-de-sac area of Middletons Lane will now be subject to timed waiting bays and double yellow lines in certain sections. Cllr Shelagh Gurney will continue her work with Hellesdon High School in her capacity as District Councillor.

Cllr Lacey Douglass had provided a written report and advised that both applications for the development of the former Jarrolds site on Heath Crescent are to be considered by the district's planning committee. Planning breaches in the parish will continue to be monitored.

Cllr Nick Taylor, the recently elected Norfolk County Councillor for Hellesdon ward had given his apologies and provided a written report which was read out by the Chairman.

To receive a report from the Chairman and note

The Chairman gave a verbal report and advised that a number of matters had been raised with the Clerk during their usual monthly meeting with the Chairman of Staffing.

8. Financial Matters

a) Bank Reconciliation

b) Earmarked Reserves Summary – 31 March 2026

c) Approval of Payments – 31 March 2026

c) Approval of Receipts – 31 March 2026

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....

d) Detailed Income and Expenditure – 31 March 2026

It was **RESOLVED** to approve the financial reports from items a to d

9. Committees

a) To Appoint Members to the Planning Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Roy Forder would continue as Chairman and Cllr Robin Sear would continue as Vice Chairman. Other members remain unchanged.

b) To Appoint Members to the Community Centre & Cafe Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Roy Forder would continue as Chairman and Cllr Nigel Barker would continue as Vice Chairman. Cllr David Maidstone and Cllr Mike Hicks have stood down from this committee.

c) To Appoint Members to the Events Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr Mel Maidstone would continue a Chairman and Cllr Roy Forder would continue as Vice Chairman. Other members remain unchanged.

d) To Appoint Members to the Playing Fields, Allotments and Amenities Committee (6), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** the Cllr Mike Hicks would continue as Chairman and Cllr David Fahy would continue as Vice Chairman. Other members of the committee will continue and Cllr Gemma Diffey will join.

e) To Appoint Members to the Staffing Committee (7), Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** that Cllr David Britcher would continue as Chairman and Cllr Shelagh Gurney would continue as Vice Chairman. Other committee members to remain unchanged.

e) To Appoint Members of an Environment Committee, Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** the Cllr Ian Duckett would continue as Chairman and Cllr Mel Maidstone would continue as Vice Chairman. Other members of the committee remain unchanged and Cllr John Knowles will join.

f) To Agree the Policy, Property and Resource Committee to be made up of Committee Chairman for all of the above and Appoint other Member(s) so Membership Equates to 7. To Appoint Chairman and Vice Chairman and Review Terms of Reference

It was **RESOLVED** the Cllr Shelagh Gurney would continue as Chairman and Cllr David Maidstone would continue as Vice Chairman. Other members of the committee will remain unchanged and Cllr Mel Maidstone will join.

g) To Appoint Member to be the Parish Council Internal Scrutineer (as required by Financial Regulations)

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date……

The Parish Council Chairman cannot be the Internal Scrutineer so it was **RESOLVED** that Cllr Nigel Barker would take on this role replacing Cllr David Maidstone.

10. Local Bodies and Groups

a. To Appoint Member(s) to the Norwich Airport Consultative Committee

It was **RESOLVED** that Cllr Robin Sear would step down and be replaced by Cllr Shelagh Gurney representing Hellesdon. Mike Hicks to continue as substitute.

b. Appoint Members(s) to the Safer Neighbourhood Action Panel

It was **RESOLVED** that Cllr Roy Forder and Cllr Mel Maidstone (substitute) would continue as members of the Safer Neighbourhood Action Panel.

c. To Appoint/Note Member to represent the council at meetings of Norfolk ALC

It was **RESOLVED** that Cllr Shelagh Gurney would continue in this role and Cllr David Britcher would be the substitute.

d. To Appoint Armed Forces Representative

It was **RESOLVED** that Cllr Nigel Barker would continue in this role and Cllr Mike Hicks would be the substitute.

e. To receive report from (outgoing) Member(s) of the Norwich Airport Consultative Committee meeting held 22nd April 2026.

The Head of Regional City Airports was present at the last meeting. Norwich Airport is now picking up post covid mainly through Ryanair flights. Four members of committee are carrying out a customer satisfaction survey in the airport. The number of noise complaints is down quite considerably. Jersey flights are back on the timetable.

11. Committees

To receive reports from the (outgoing) Chairs of Committees and note:

a) Events Committee

Cllr Mel Maidstone confirmed the committee had met on 11 May 2026.. The main focus is the Summer Fayre and things are progressing well. Cllr Mel Maidstone asked all members to consider volunteering at the event. Once the Summer Fayre is over, the committee will progress to dealing with the Senior Christmas Party and the Community Hearts Award Presentation evening.

b) Planning Committee

Cllr Roy Forder confirmed the committee continue to look and consider planning applications before sending comments to Broadland District Council. The Clerk had received a response from the development company concerning the size of the car park for the proposed care home on the former Jarrold site on Heath Crescent The Clerk will circulate this to members.

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....

c) Staffing Committee

Cllr David Britcher will request committee members to attend HR training and this will be agreed at the next staffing committee meeting. The Clerk confirmed that HR Governance and Support consultancy are able to attend staffing meetings virtually.

d) Environment Committee

Cllr Ian Duckett confirmed the committee had met earlier that day and were provided with detailed plans for the woodland planting project. The grant money has been received and the project must be completed by the end of December 2026. An update to residents will be communicated via the Just Hellesdon magazine.

e) Playing fields, Allotments and Amenities Committee

There have been no meetings since the last Full Parish Council meeting.

Cllr Mike Hicks queried issues around keys being delivered to allotment holders, the compost bin, beehive roof and hosepipe use. Pot holes on the site will be repaired in time along with installing speed limit signs.

The Clerk is still trying to agree a suitable meeting date with the LTA.

f) Community Centre & Café Committee

There have been no meetings since the last Full Parish Council meeting.

12. To Review the Following Primary Policies

a) Standing Order

The Clerk had forwarded proposed changes to Standing Orders prior to the meeting, including the requirement for staffing committee members to undertake professional HR training within three months of their appointment to the committee. The terms Chairman and Vice Chairman to be replaced by Chair and Vice Chair to become gender neutral. The request to speak will continue by the raising of the hand.

b) Financial Regulations

The Clerk had circulated proposed changes to the Financial Regulations prior to the meeting. The changes were proposed to ensure these mirrored standing orders and the scheme of delegation. However, it was acknowledged that there was more work to do once officers had fully embedded in the Council's new accounting software Scribe to reflect the more open and transparent processes for financial reporting and new bank mandates which were yet to be completed.

c) Members' Code of Conduct

This is unchanged as the document is issued by the Local Government Association.

d) Scheme of Delegation

The Clerk circulated proposed changes prior to the meeting to bring the document inline with Standing Orders and Financial Regulations. The document may need to be revisited once fully conversant in Scribe.

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date.....

DRAFT

e) Statement of Internal Controls

No proposed changes were made to this document

f) Financial Reserves Management

No proposed changes were made to this document

It was **RESOLVED** to accept these.

13. To consider request from YMCA Norwich to hold an event in the foyer of the Community Centre.

After an amendment to the recommendation it was **RESOLVED** to allow the event to take place on a Monday only.

14. To consider requesting permission for Gateway Vineyard Church to hold an event on Hellesdon Recreational Ground on Sunday 16 August 2026.

After a lengthy discussion it was **RESOLVED** to decline the event., six members had abstained from voting.

15. Time and Venue of next Council meeting to be confirmed as:
Tuesday 9 June 2026, commencing at 7pm at Diamond Jubilee Lodge

Meeting closed 8.42pm

DRAFT

Approved…….....
Cllr David Maidstone
Chairman of Hellesdon Parish Council

Date……

HELLESDON PARISH COUNCIL

ITEM NO: 6a

Clerk's report for Full Council meeting 9 June 2026

Period 13 May 2026 to 2 June 2026

We are nearing the end of an extremely busy period for the Parish Council office and hopefully matters will calm down as we approach the main summer holiday season when we shall not be at full capacity for a number of weeks.

An update on some matters below:

Internal Auditor Visit

The Internal Auditor and his assistant was with as for a (long) day on 13 May 2026. Last visit the auditor had to return the following day but by staying late and working through some issues we managed to restrict the visit (and cost) to just one day. Given that neither the Clerk or Deputy Clerk had been at the Council for the majority of the financial year under review, it was difficult to piece together some answers. As councillors are aware we had to reconstruct the accounts from the last quarter.

Since the internal auditor's visit, I have been working through quite a number of other queries left to help his finalised his report. This has unfortunately delayed our move on to Scribe.

Scribe Software

It is fair to say that the transition from Rialtas to Scribe has not gone as smoothly as I was would have hoped. We have experience a number of problems, mainly due to the Rialtas issues we encountered and the processing issue that no one within the office is trained on Rialtas. This left us with a weekly visit from Richard Bishop to try and resolve all the issues that have accumulated.

We have had some technical issues with the transfer that are still being resolved, however as at three days ago we managed to enter our first items within Scribe Accounts. Work has been ongoing in the meantime with Scribe Allotments and Scribe bookings which have unaffected by the technical issues. However, the inter connectivity between the three modules has been switched off to avoid any complications whilst each portion of Scribe is operating at different levels.

We will need to input all of the data from 1st April to date to order to reconcile the bank accounts and the Deputy Clerk is working diligently to ensure this is completed. However, the benefits of the new software are already being seen and there will be more improvements to come. One of those improvements will be the ability for hirers of the Community Centre to pay online by card by simply clicking on a link within the invoice.

Committee Work

Events

Work is continuing at pace on the coming Summer Fayre to be held on 20 June 2026. Connie Ackers' contract has been produced and signed and all event management is being finalised. The committee is still short of volunteers for the day so please do speak to Cllr Mel Maidstone or the Parish Council Office if you wish to get involved in the fun!

Playing Fields Allotments & Amenities

Whilst there has not been any further committee meetings work on actions arising have continued. Speed warning signs have been purchased and when delivered will be installed on the main path.

The potholes in the main path will be repaired but are not a majority priority currently and it is expected that work will commence for repairs in the Autumn.

A meeting of the Allotment Liaison Group (ALG) took place in Diamond Jubilee Lodge on 22 May 2026. This was a chance for the group to reset following my appointment as Clerk in January 2026. The meeting was very constructive and provided all parties to express views and suggest ways forward including better dialogue and communication. Notes of the meeting have been made available on the Council's noticeboard on the allotment site.

Environment

Members of the committee undertook a visit to green projects in Mile Cross on June 3rd 2026.

The Miyawaki Tree project, 50% funded by the Future for Nature grant from Broadland District Council, has progressed well with all bare root stock and mulching material ordered. Delivery is expected in September, subject to weather conditions. The planting is due to start in the Autumn with local school children helping to plant the hundreds of trees purchased. Councillors are welcome to join in the planting and further details will be made available in due course.

Staffing

Unfortunately a staff member broke their arm on holiday and will be absent for 6 weeks whilst it heals. We are also about to enter peak holiday season so capacity is unlikely to be at full strength for some weeks.

Community Centre & Café

Following the decision made by Full Council on 5 November 2025, we are continuing to look at the possibilities of involving volunteers to help support the café staff. Training, induction and certification is all being considered as we roll out the process to ensure we do not fall fowl of any regulations.

Policy Property and Resources

The next committee meeting is scheduled for 29 June 2026 at 7pm. The agenda is already fairly packed. This meeting will also see the restart of our quarterly finance monitoring which had been absent for the whole of 2025.

Visits

On 14 May 2026 I attended the AGM of NorALC which is the Norfolk branch of National Association Local Councils (NALC). Cllr Gurney will provide a report at item 11 on the agenda.

On 19th May 2026 I attended the planning consultation at Hellesdon High School for the new SEND facility proposed to be built within the school grounds. Planning permission will follow in due course.

Other Business

We had a year 10 pupil Aoibheann Power from Hellesdon High School join us for work experience from 11th to 15th of May 2026. As part of Aoibheann's tasks, she produce a report reviewing her week and suggestion how the Parish Council could better engage with younger residents of Hellesdon. This can be found at item 10 of the agenda.

The Yorkshire Building Society have rebooked their Financial Wellbeing Event to be held in the foyer of the Community Centre for September 2026.

Clerk - 3 June 2026

HELLESDON PARISH COUNCIL

ITEM NO: 7e

Report for : Full Council

Date: 9 June 2026

Item Title: To approve continuation of Stephenson Smart Chartered Accountants as the Council's Payroll Provider.

Background and Purpose

In February 2026 Stephenson Smart Chartered Accountants were chosen as the Council's payroll provider. This decision was made to help support the admin functions of the Parish Council office which were facing backlogs due to the absence of a clerk for the 9 months previous. It was agreed to review the position in June 2026.

The transition experienced one or two minor hiccups but these were quickly resolved. The service also allows staff members to log on to a portal where they can download their own pay slips and P60s. In addition, Stephenson Smart Chartered Accountants also undertake all our obligations, submissions and returns for both LGPS and NEST pension schemes.

Recommendation

What used to be an almost day long process of compiling and checking the payroll can now be completed within an hour and has saved many hours of time. Payroll compliance has a very high bar to achieve and demands constant monitoring and updating as regulations change. Like most large Town and Parish Councils, this service has been outsourced to a professional provider.

I would **recommend** that the Council continue to use Stephenson Smart Chartered Accountants who have provider an excellent service. The cost per month is £111 + VAT and represents excellent value for money.

In comparison the cost of maintaining the IRIS software for payroll is £42.00 per month. In addition, internal admin staff costs would be in the region of £170 per month.

Clerk

3 June 2026

HELLESDON PARISH COUNCIL

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Minutes of the Meeting of Hellesdon Environment Committee on Tuesday 12 May 2026 5.30pm held in the Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present at the Meeting
Cllr Ian Duckett (Chairman)
Cllr David Britcher
Cllr Andrew Lock
Cllr David Maidstone
Cllr Mel Maidstone

Also Present:
Jonathan Hall (Clerk & RFO)
Kevin Sage (Facilities Manager)
Rebecca Larke (Deputy Clerk)

Cllr Ian Duckett took the chair and welcomed all attendees, opening the meeting at 5.30pm

1. Apologies and acceptance for absence
No apologies were received.

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

3. Public Participation
No members of the public in attendance.

4. Approval of the minutes from Tuesday 10 March 2026
The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chairman.

Cllr Ian Duckett raised two matters arising from the previous meeting. An article has been drafted ready for inclusion in the next edition of Just Hellesdon. Cllr Ian Duckett will share this with the committee initially. Cllr Ian Duckett to liaise with fellow committee members over a trip to Mile Cross to explore environmental actions they have implemented.

5. Miyawaki Woodland Planting Project

Kevin Sage talked the committee through his report and proposal. Cllr Ian Duckett thanked Kevin Sage for his hard work. It was confirmed that the work has to be completed by the end of December 2026 to fulfil the terms of the grant awarded. It was **RESOLVED** to proceed with the proposal.

6. To confirm the date, time and venue of the next meeting
The next meeting would be held on Tuesday 11 August 2026 at 5.30pm in the Council Chamber, Diamond Jubilee Lodge, Wood view Road, Hellesdon Norwich NR6 5QB

Meeting closed at 5:55 pm

Approved…….....

Date.....

DRAFT

HELLESDON PARISH COUNCIL

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Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee meeting held on Tuesday 26 May 2026 at 6:15 pm at the Council Chambers, Diamond Jubilee Lodge, Wood View Road, Hellesdon

PRESENT:
Cllr Roy Forder (Chair), Cllr Mike Hicks, Cllr Robin Sear

IN ATTENDANCE:
Jonathan Hall (Clerk)
Rebecca Larke (Deputy Clerk)

One member of the public present.

The Chair opened the meeting at 6.15pm

1. **Apologies and acceptance for absence**
Apologies were received and accepted from Cllr Sue Holland, Cllr David Maidstone and Cllr Mel Maidstone

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

3. **To approve minutes of the committee meeting held on 12 May 2026.**
The minutes of 12 May 2026 had previously been circulated and the committee **RESOLVED** to agree these as a true and accurate record of the meeting.

4. **Public Participation**
None.

5. **Planning Outcomes**
Updated Information on recent decisions made on planning applications had been circulated to all members of the committee and were noted at the meeting. It was agreed to remove this item from future agendas as the information is available readily online.

6. **Planning Applications for Consideration**

Application	Response to consultation
2026/1190 Proposal: Demolition of garage to be replaced with a single-storey side extension and proposed single storey rear extension (Amendment) Location: 317A Drayton High Road Hellesdon Norfolk NR6 5AA Application Type: Householder	The Committee **RESOLVED** to Support this application.

Approved.....

Date.....

Application	Response to Consultation
2025/2577 Proposal: Variation of condition 6 relating to pedestrian crossing point of consented permission 20190580 (Proposed Residential Development (Outline) dated 31/03/2020 Location: 296 Drayton High Road Hellesdon Norfolk NR6 5BJ Application Type: Removal/Variation of Condition (S73 / S19)	The Committee **RESOLVED** to Object to the application and that condition of the planning permission should remain in place.
2026/1218 Proposal: Removal of existing garage and conservatory and erection of single-storey rear extension. Location: 108 Gowing Road Hellesdon Norfolk NR6 6UH Application Type: Householder	The Committee **RESOLVED** to Support the application
2026/1256 Proposal: Single-storey Side & Front Extension to Semi-Detached House Location: 1 Lodore Avenue Hellesdon Norfolk NR6 6XP Application Type: Householder	The Committee **RESOLVED** to Support the application

7. Date, time and place of the next meeting.

The next meeting would to be held on 9th June 2026 at 6.15pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon Norwich NR6 5QB.

Meeting closed at 6:40pm

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 10

Report for: Full Parish Council

Date: 9 June 2026

Item Title: Work Experience Placement Review and Engagement with Hellesdon's Youth Residents

Summary

My name is Aoibheann Power, I have completed a week of work experience within the office and grounds of Hellesdon Parish Council (11th May 2026 to 15th May 2026). Throughout my week I have learned much about the workings of the Parish, that I never would have learnt without this week. I have thoroughly enjoyed my time at the Council and have definitely learned a lot.

Whilst walking around the grounds, I have seen a lot of things for younger kids to do within play parks and fields. Adults also have the option of walking their dog and doing many activities within the Community Centre. However, looking for things for teenagers to do is much harder, as within the play parks there are many more younger kids and nothing to do at all in the Community Centre. This can be a leading cause of boredom, as all teenagers can really do is walk around. This can lead to them doing inappropriate things like attempting to get to places they are not allowed to go and vandalising property. I have come up with a few solutions for the Council to consider within this report. Thank you for taking the time to read my report.

Background and Purpose

Many young people between the ages of 12 to 18 live in Hellesdon and the neighbouring areas as there are many primary schools and a high school near by. However, as mentioned before, boredom is a very big problem as young people will always find alternative ways of having fun and often this can be reckless and dangerous to both themselves and the community. This can be seen in the recreation ground and parks of Hellesdon with many instances of fights, broken property and teenagers often scaring away younger kids and families.

For young people locally, there is not very much to do with friends or by themselves. If we take a look at the Community Centre, there are very few events that young people could attend. I am aware that Hellesdon Parish Council does not choose what events are held in the Community Centre, but one thing I propose is that maybe once a month some sort of youth hangout group is formed with music, food and drinks that you can buy with hopefully a lively atmosphere maybe along the lines of a disco.

I do not believe there are enough things to do and explore within Norwich for young people. Even simple things to do, like facilities within a park that are for people above the age of ten, with bigger play equipment that appeals more towards the older age group. This could include hanging bars or swings. I appreciate that things like this cost a lot of money and may not be plausible at this given moment, however I do believe if more activities and places to

hang out were available, the youth of Hellesdon would partake in less violent activities such as vandalism or fights.

Improve Mental Health

Many young people nowadays may have poor home lives or just poor mental health in which they need an escape from. Their escape may be coming out with their friends and just simply walking around the area, however this could end in other things happening, such as breaking things or going places they are not allowed. Being away from home can be an escape for many young people and just a breather, which may allow the youth to overall feel a lot happier. This could lead to improved grades and behaviour inside and outside of school, hence why relaxation with friends is so important and a necessity in any area of the world.

So things young people would actually do, might be to come and play netball, football or tennis matches – this would be where anybody could come along (maybe charge them £2 or £3 to pay for revenue lost due to facilities being used) and play with their friends or people they've never met before. This could be advertised online through social media but could also be sent to schools to get them to attempt to talk about it or put posters up so people actually know when/where it's happening. This would not only bring people together and create lifelong memories and friends but also playing sports has long been regarded a great way to increase happiness and health as it releases high levels of dopamine.

Alongside this, another event that young people might attend would be discos as mentioned before, for this to happen it could be held in a hall in the community centre with some good music and this may also increase revenue for the cafe as many young people would want to buy drinks and/or food.

Communication

Events for Hellesdon's Youth could be advertised on social media platforms such as Instagram, TikTok and Facebook. I would recommend doing some advertisement on TikTok as many young people use it and this would be the easiest way to reach them all.

Using social media that younger people do use is a great way to reach a wider younger audience and interact with younger people. I believe that all of the parks in Hellesdon are very well maintained and well looked after, however many youth may not want to use parks due to the presence of smaller children and families. I believe this could be addressed using an idea that was earlier mentioned with a teenager only park facilities/areas.

Engagement with the Parish Council

Moving on to how the youth can get more involved within the council and community is through an idea which I call Youth Councillors. Youth Councillors would be a collection of maybe 12 or 14 teenagers between the ages of 12 to 17 in which they have meetings and could propose different ideas to do with Hellesdon and a voice for the younger generation in Hellesdon.

Due to there being a high school, it would not just be kids who live in Hellesdon who could become Youth Councillor's, it would be kids from Horsford, Sprowston, Mile Cross, Marl Pit and Costessey as within all these places are teenagers who use Hellesdon's facilities. This would be a great way to get the youth more involved and have a voice from a different and new perspective. Alongside creating ideas and proposing new plans they could also get involved with marketing on apps that younger people generally use such as TikTok, Instagram and Snapchat. Using these apps would reach a wider audience and get more views than restricting to platforms such as Facebook. Young people could run these

accounts and post, under permission, about what's happening in Hellesdon. This would also be a great way to promote earlier mentioned ideas of community sports matches and community discos.

I do believe that Hellesdon is a very safe space for the entire community, both the youth and elderly and everyone in-between. However, another problem that is running rampant within the youth age group is mental health problems. This is another reason why more youth hangout spots and events would be amazing, as it can get people out of their houses and get them to interact with people, talk to people and stay fit. The list of benefits is endless on how beneficial it is for anyone to get out of the house when they don't feel so good.

Summary

Overall, I think the three most important ideas from this report are: Youth Councillors, community sport games and teenager only hangout spots. Many thanks for reading this report and if you have any questions or queries, please contact me via the Clerk. If the Youth Councillors was to come to fruition, I would be more than happy to join and take part.

Once again, many thanks for reading my report.

Aoibheann Power (Year 10 Hellesdon High School)

15 May 2026

Recommendation (from the Clerk)

Aoibheann was a delight to work with during her placement and engaged fully in all the activities and experiences during her week. This report is just one example of how Aoibheann immersed herself in Parish Council life.

I recommend that the Parish Council thank Aoibheann for her report and her hard work during her placement and note the contents with a view to revisiting these ideas when the Parish Council undertakes a Strategic Review later in the year.

Clerk

2 June 2026

Item 12

Norfolk County Council

Community and Environmental Services
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

Your Ref:
Date: 27/05/2026

My Ref: PBA047
Tel No.: 01603 306285
Email: mark.everett@norfolk.gov.uk

Dear Clerk at Hellesdon Parish Council.

Hellesdon: A140 Holt Road (adjacent to Trott Rentals) – Variable Message Sign Installation starting 10th August, for a duration of 5 days.

Norfolk County Council's Infrastructure Department is currently installing new electronic messaging signs that provide information to road users on journey times and events happening that may affect their travel.

This scheme is being delivered as part of the Bus Service Improvement Plan funding and the location on Holt Road, adjacent to the new Trott rentals site, will provide a suitable point on the network to provide information to network users.

The civil works in preparation for final sign installation are due to start on 10th August 2026 and will take 5 days to complete.

I attach for your information drawing PBA047-VMS 2-001 detailing the proposed variable messaging sign works.

If you have any views on this scheme, please respond no later than 12th June 2026. Replies should be sent to Mark Everett at Norfolk County Council either at the above address or by e-mailing to: mark.everett@norfolk.gov.uk.

Continued…/

Yours sincerely
For Norfolk County Council

Project Engineer (Traffic Signals)

Scale 1:300

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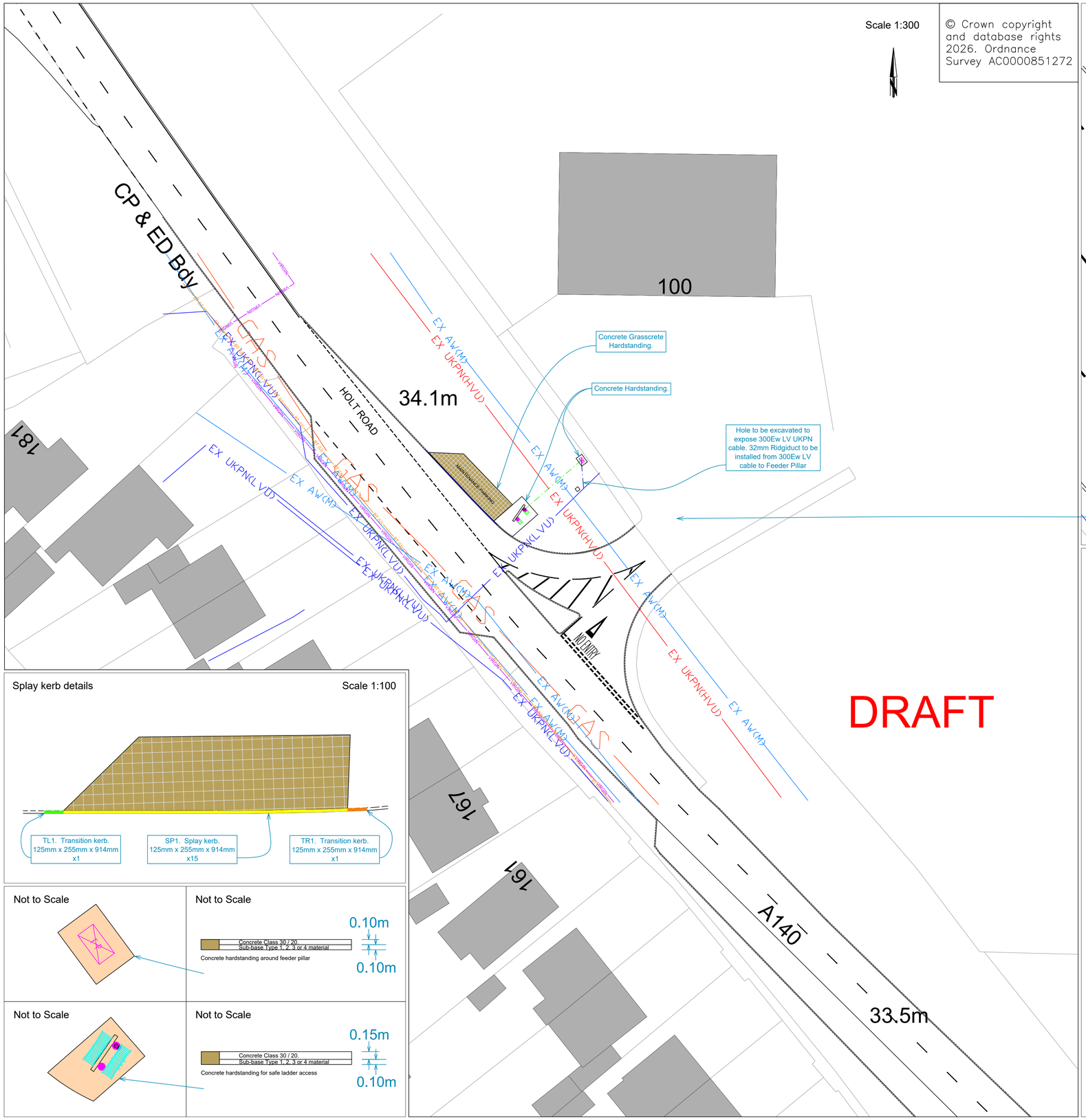
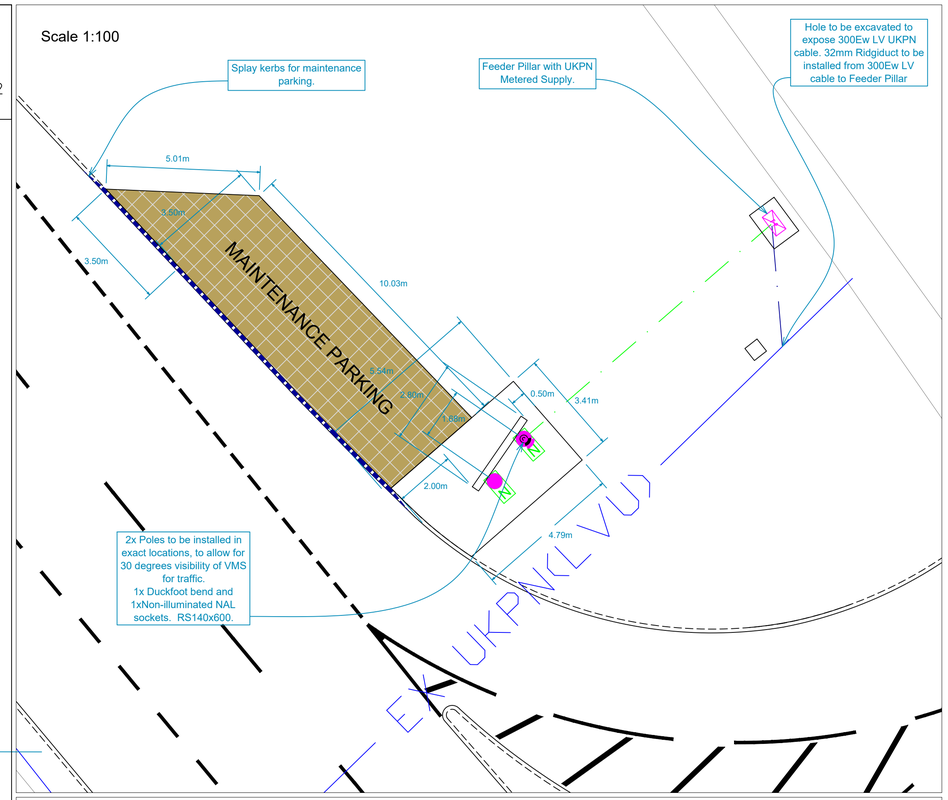


Scale 1:100



KEY

- VMS Pole 3680mm Black with Low Level Access Door S275: 139.7mm x 4.0mm
- VMS Pole 3890mm Black, Steel Section S275: 139.7mm x 3.0mm
- RGB VMS Sign, 2800mm x 1200mm
- NAL Signal Pole Socket, RS140 (600mm overall height socket) as NCC standard detail NCD 500-17
- 1 No. 100mm I.D. Orange Traffic Signal Duct to BS4660, marked 'Traffic Signals' at 1m intervals
- 1 No. 32mm Ridgiduct from 300Ew LV cable to Asset. See UKPN plans for details
- Feeder Pillar complete with isolator to standard detail NCD 1400-01C. Metered connection to be installed by Supplier
- New Maintenance Height Access Kerbs
- New SP1 HB2 full battered kerb. See NCC standard details NCD 1100-01 and NCD 1100-02
- New TL1 transition kerb. See NCC standard details NCD 1100-02
- New TR1 transition kerb. See NCC standard details NCD 1100-02
- Concrete Grasscrete hardstanding area. See NCC standard details NCD 1100-09
- Hardstanding area, flat and level for safe access. See NCC standard details NCD 1100-07
- Approximate location of UK Power Networks Cables
- Approximate location of Gas Mains
- Approximate location of Anglian Water
- Approximate location of Openreach
- Approximate location of Virgin Media

Note:
1. VMS Poles to be installed in exact positions to allow for 30 degree visibilty
2. 4G Wireless Communications Router to be Installed in VMS

SCN: RGB-20

If specified locations can not be achieved call and discuss with design team 01603 222804 before proceeding.

If there is any doubt on any other information please call the design team for clarification 01603 222804.

Splay kerb details — Scale 1:100

Not to Scale

Not to Scale

Concrete hardstanding around feeder pillar

Not to Scale

Not to Scale

Concrete hardstanding for safe ladder access

Norfolk County Council

Grahame Bygrave
Lead Director - Infrastructure
Norfolk County Council
County Hall, Martineau Lane
Norwich NR1 2SG

DRAWING TITLE
Hellesdon: A140, Norwich Road
New VMS Installation
For Target Cost

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

02/03/2026 TARGET COST

	INITIALS	DATE
SURVEYED BY	OS	2025
DESIGNED BY	ME	12/2025
DRAWN BY	ME	12/2025
CHECKED BY		

DRAWING No. PBA047-VMS 2-001 TC
PROJECT TITLE: New VMS Project
SCALE: 1:300, 1:100 @ A1
FILE No.: PBA047

ORIGINAL SIZE: A1

IG 12/10/16

HELLESDON PARISH COUNCIL

ITEM NO: 13

Report for: Full Council

Date: 9 June 2026

Item Title: To receive report from Annual Parish Meeting held 27 May 2026 and to consider request to facilitate a meeting of local business owners in the vicinity of The Bull roundabout to resolving parking issues for patrons.

Background and Purpose

The Annual Parish Council meeting was held on 27 May 2026 at 6pm. The Local Government Act 1972 stipulates that the meeting should take place each year between 1 April and 1 June. It is not a Parish Council meeting but a meeting of the parish.

In addition to the usual items on the agenda there were two speakers. The first being Hellesdon's local police officers PC Matt Hills and Beat Manager PC Sam Hales, who were followed by Trevor Holden CEO of Broadland and South Norfolk Councils.

Police Presentation

PC Matt Hills and PC Sam Hales gave a presentation on police data for the period May 2025 to April 2026. At face value, whilst some figures had seen an alarming increase, drilling down into the data reflected that most report crimes for violence against the person relate to incidents that took place at Hellesdon Hospital. This is a similar position for thefts as the majority were recorded at ASDA.

Hellesdon is safe place to live and crime levels are low, particularly if you were to isolate the data from crimes reported at Hellesdon Hospital and ASDA.

Data relating to road traffic collisions (RTC) reflect that the majority of reported accidents take place on the main arterial routes through Hellesdon such as A140 and A1067.

Local Government Reform

Trevor Holden gave an excellent presentation on Local Government Reform managing to sort the fact from the fiction and provide some much needed clarity. Whilst matters are still being discussed the move to a three unitary system is likely to be the eventual outcome. Trevor advised that his experience of when he was CEO at Luton Borough Council meant that delivering services to residents did improve as wider parts of the local government administration system had to join together and see things more holistically, rather than organsations just protecting their own processes.

Both presentations are available on the Parish Council's website. In total there were 12 residents who attend the meeting.

Invitation to the Public to Raise any Matters for Consideration

During item 5 of the Annual Parish Meeting the owners of Cards n Things located on The Bull Roundabout asked about the parking situation around local businesses, especially those located around the The Bull Roundabout.

The tenants of The Bull Public House (not the owners Stonegate Group) introduced monitored parking enforced by automatic number plate recognition(ANPR) cameras earlier in the year. This was replicated by the owners of the Total Care Pharmacy some weeks later. Monitoring takes place 24 hours a day even when the businesses are closed.

Patrons of the Pharmacy and Pub are permitted to park in the respective car parks attached to the businesses, but it seems that if someone visits several businesses in the same area they are falling fowl of the rules and are have been issued with fines.

The meeting asked whether the Parish Council could discuss this issue at a future meeting.

Recommendation

The Parish Council did write to the tenants of The Bull in December 2025 regarding this matter asking to reconsider the installation of ANPR cameras, and received a lengthy response detailing why they were content with the decision they had made. However, since then the tenancy has been put up for sale, reasons for which are unknown.

Proposal for discussion: The Parish Council shall write to all local businesses in the location of The Bull Roundabout to facilitate a meeting to discuss the parking situation and to establish whether any resolutions can be agreed. The Parish Council to appoint two councillors to attend the meeting to facilitate discussions.

Clerk

Date 3 June 2026