HELLESDON PARISH COUNCIL

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

Notice of Environment Committee meeting to be held on Thursday 12 November 2026, 5.30pm in The Council Chamber, Diamond Jubilee Lodge, Hellesdon, Norwich NR6 5QB

Councillors are summoned to attend for the purpose of transacting the following council business:

The Openness of Local Government Bodies Regulations 2014 permit attendance by members of the public and media for the purpose of reporting, filming, photographing or audio recording public meetings. Anyone wishing to record proceedings is requested, as a courtesy, to notify the Chair or Clerk before the meeting commences. Any recording must not be disruptive to the conduct of the meeting.

AGENDA

1. **Apologies and acceptance for absence**
2. **Declarations of Interest and Dispensations**
3. **Public Participation**
   Members of the public are invited to speak and are **only** permitted to speak at this point in the meeting. (Public participation shall be in accordance with Standing Orders and shall not exceed 15 minutes unless such time is extended by the Chairman).
4. **Approval of the minutes of the meeting held 20 October 2026**
5. **To receive a verbal update on the screening of the People's Emergency Briefing**
6. **To receive an verbal update on the RHS grant funding.**
7. **To consider budget for 2027/28 and to recommend to Property Policy & Resources committee meeting scheduled to be held on 14 December 2026**
8. **To consider the date, time and venue of the next meeting.**



Jonathan Hall
Clerk to the Council **Dated 6 November 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: contact@hellesdon-pc.gov.uk

Minutes of the Meeting of Hellesdon Environment Committee on Tuesday 20 October 2026 5.30pm held in the Council Chamber, Diamond Jubilee Lodge, Hellesdon, Norwich, Norfolk NR6 5BZ

Present:
Cllr Ian Duckett (Chairman)
Cllr David Britcher
Cllr Andrew Lock
Cllr John Knowles

In Attendance:
Rebecca Larke (Deputy Clerk)
Kevin Sage (Facilities Manager)
Chris Fisher (Deputy Facilities Manager)
One member of the public – Debbie Pegg

The Chair opened the meeting at 5.30pm

Cllr Duckett officially welcomed Cllr Knowles as a member on the Environment Committee.

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
Debbie Pegg advised the Committee of an upcoming event concerning looking at ways to manage water to be held on Friday 23rd October from 10am – 3pm at the Norwich Arts Centre. Cllr Knowles offered to attend and report back to the committee at the next meeting.

4. Approval of the minutes of the meeting held on 11 August 2026
The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chairman.

5. To receive budget monitoring report and to note
The report had been circulated to members prior to the meeting. The report was noted. In the Clerk's absence, the Deputy Clerk advised that the committee will have noticed the tree planting invoices going through the accounts. Although the communications budget has no current spend on it due to being managed through Policy Property and Resource 'Printed Communications' this may change as the financial year progresses.

6. To receive a verbal update on the screening of the People's Emergency Briefing

The Deputy Clerk provided an update from the Clerk who has been able to make contact with Chris Packham's team and in correspondence with his agent. Unfortunately, the position is that Chris Packham is unable to include any other work in his schedule. The Clerk proposes that in order to gather a panel to discuss a matters post film, he will work with Debbie Pegg from the Mile Cross Green Projects.

Approved…….....

Date.....

DRAFT

Due to limited room availability in the community centre during November and December the Clerk proposed that the screening was moved into 2027 which would allow more time to find a suitable evening and to advertise and promote the event.

The Deputy Clerk agreed to view the bookings calendar and provide the Chair with some suitable dates, preferably on a Tuesday/Thursday evening, during the end of January beginning of February 2027 by the end of the week.

7. To receive an update on the Miyawaki Woodland Planting Project

A report had previously been circulated out to all committee members.

The Chair confirmed that he had initially approached Hellesdon High School but was leaving it to the Clerk to formally approach the schools in respect of the actual Planting. The planting at Mountfield Park would include 60 (year 4/5) children from the two Junior schools in Hellesdon The proposed planting date would be the 1st and 2nd of December 2026. The planting of the larger trees within Hellesdon Community Centre's recreation ground would be aided by the older children from Hellesdon High School. The proposed planting date would be the 3rd December 2026. The committee felt that it was important to communicate to the schools about the children wearing suitable clothing for the planting and that gardening gloves would need to be purchased. The office will discuss with local suppliers if they are able to assist with gardening gloves, buckets of hand sanitiser.

The Deputy Facilities Manager provided a detailed update to the committee on the project and the Chair expressed thanks to both the Facilities Manager and Deputy for their hard work to date.

The committee wished to take photographs of the planting and reminded of the need to obtain the necessary permissions. The planting can be advertised in the Just Hellesdon publication and it would be welcomed if Parish Councillors are available to attend on some of the planting dates. The committee also wish to present each child involved with a certificate and pack as something to keep after the event. Cllr Knowles would lead on this.

The Facilities Manager explained the prospective A3 poster to position at each planting site after the event and will obtain a price for this. The Committee **RESOLVED** to delegate the financial function of this to the Facilities Manager.

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

The next meeting would be held on Tuesday 10 November 2026 at 5.30pm in the Council Chamber, Diamond Jubilee Lodge, Wood view Road, Hellesdon Norwich NR6 5QB

Meeting closed at 6:23 pm

Approved…….....

Date.....

HELLESDON PARISH COUNCIL

ITEM NO: 7

Report for : Environment Committee

Date: 12 November 2026

Item Title: To consider budget for 2027/28 and to recommend to Property Policy & Resources committee meeting scheduled to be held on 14 December 2026

Background and Purpose

The committee under its terms of reference agreed by Full Council must produce an annual budget for submission to the Property, Policy and Resources (PP&R) Committee meeting scheduled to take place on 14 December 2026. The PP&R committee will review all committee budgets and produce a budget for approval at the January 2027 Full Council meeting.

The committee has undertaken one major project in 2026/2027 financial year – Miyawaki Tree Planting project. The project is scheduled to be completed by 31 December 2026. The budget line from 2026/27 reflects that no allocation was made. The Parish Council did receive £5,000 from Broadland District Council's Future for Nature Fund, however this required to be match funded by the Parish Council. The application form reflects match funding, however it is unclear as to whether the £5,000 required was allocated as cash or labour in lieu. This should have been cash matched, although the budget does not reflect this, sufficient monies were reserved within general reserves to overcome such issues as this with the 26/27 budget which had to be produced very quickly before deadline dates loomed.

Whilst no expenditure has taken place for wildflowers and bird boxes (code 802) it is anticipated that this budget will be fully spent by year end on 31 March 2027. The purchase of wildflower seed will need to be continued into future years to bring an equilibrium to sown areas and a budget cost of £500 has been allocated.

The information boards will be erected towards the end of the Miyawaki project and an estimated cost has been submitted as £1000. Publicity expenditure has been picked up by the PP&R budget for Printed Communications (code 223). It is too complex to divide the invoice for the space purchased in the Just Hellesdon magazine for each individual committee, and this allocation of budget for Just Hellesdon should be allocated to PP&R in future years.

There is likely to be very little cost to the National Emergency Briefing screening in February 2027.

Conclusion

The committee will technically be required to request £5000 from the general reserve fund to match the funding grant provided by Broadland District Council. This recommendation must be approved by Full Council.

An allocated budget of £5,000 for environmental projects has been suggested as a starting point for discussion for ideas/initiatives and projects that the committee may wish to undertake in 2027/28.

Wildflower seed purchase should continue and £500 has been allocated for 27/28.

Action required

The committee is asked to :

1. Request £5000 is added to the Environment budget for 26/27 to reflect the match funding requirement of the grant received from Broadland District Council.

2. Consider projects/ideas/initiatives that the committee wish to engage in and allocated sufficient funding to the committee budget for 27/28

3. Recommend that the final committee budge to the PP&R meeting scheduled for 14 December 2026.

Author: Clerk

Date: 6 November 2026

06/11/2026 Hellesdon Parish Council Current Year

15:33 Annual Budget - By Centre (Actual YTD Month 10)

Environment

Note: **DRAFT** Budget 2027/2028

				2025/2026		2026/2027		Estimated	2027/2028	
				Budget	Actual	Budget	Actual YTD	Year End	Carried Forward	Budget
Cost Centre 8	**Environment**									
801	**Environment Income**			**0.00**	**5,000.00**	**5,000.00**	**5,000.00**	**5,000.00**	**0.00**	**5,000.00**
	Total Income			**0.00**	**5,000.00**	**5,000.00**	**5,000.00**	**5,000.00**	**0.00**	**5,000.00**
	Total Environmental Income			**0.00**	**5,000.00**	**5,000.00**	**5,000.00**	**5,000.00**	**0.00**	**5,000.00**
802	**Projects**									
	Mini Forest Future for Nature			**0.00**	**0.00**	**0.00**	**7,166.00**	**8,000.00**	**0.00**	**0.00**
	Wildflowers/ Birdboxes			**0.00**	**0.00**	**500.00**	**0.00**	**500.00**	**0.00**	**500.00**
803	**Info boards and publicity**			**0.00**	**0.00**	**3,000.00**	**0.00**	**2,000.00**	**0.00**	**2,000.00**
	Expenditure			**0.00**	**0.00**	**500.00**	**7,166.00**	**10,500.00**	**0.00**	**2,500.00**
Total Environmental Expenditure				**0.00**	**0.00**	**500.00**	**7,166.00**	**10,500.00**	**0.00**	**2,500.00**

Net Expenditure for Environment **-2,500.00**