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 10 November 2026 at 7pm in the Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk 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.

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AGENDA

1. **Apologies and acceptance for absence**

   To receive and accept valid apologies for absence as notified to the 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 13 October 2026**

   To agree the minutes of the Full Council meeting held on 13 October 2026.

4. **Public Participation**

   a) 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 reports from the District Councillors and to note.
   b) To receive a report from the County Councillor 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) To receive list of payments and receipts 1 October 2026 to 31 October 2026.
   b) Earmarked Reserves Summary to 31 October 2026.
   c) To receive Bank reconciliation to 31 October 2026.

A Civility & Respect Pledge Council

8. Committees

To receive reports from Chairs of Committees and to note and consider any recommendations.

a) All Committees
To consider appointment of councillors to vacant positions on committees and panels.

b) Committee Centre & Café Committee
No meeting held. Next meeting 3 December 2026.

c) Environment Committee.
To note draft minutes of meeting held 20 October 2026.
Next meeting 12 November 2026.

d) Events Committee
To note draft minutes of the meeting held 27 October 2026.

e) Planning Committee.
Meetings held 27 October 2026 & 10 November 2026.

f) Playing Fields, Allotments & Amenities
No meeting held. Next meeting 19 November 2026

g) Property, Policy & Resources.
No meeting held. Next meeting 14 December 2026

h) Staffing
No meeting held. Next meeting 26 November 2026

Other Business

9. To consider setting up a working group to determine the Parish Council's section 106 requirements for the remaining stages of the Persimmon Homes development on the Former Royal Norwich Golf Course site.

10. To receive a verbal report from the Norwich Airport Consultative Committee held on 21 October 2026 - Cllr Sear

11. To confirm time, date and location of the next Full Parish Council meeting as 8 December 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB

Jonathan Hall
Clerk of the Council

4 November 2026

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

Minutes of Full Council meeting held on Tuesday 13 October 2026 at 7pm in The Council Chamber, Diamond Jubilee Lodge Wood View Road, Hellesdon Norwich Norfolk NR6 5BQ

Present:

Cllr David Britcher (Chair)
Cllr Roy Forder
Cllr John Knowles
Cllr Bill Johnson
Cllr Sue Holland
Cllr Gemma Diffey
Cllr Shelagh Gurney
Cllr Andrew Locke
Cllr Nigel Barker

In attendance:

Jonathan Hall (Clerk & RFO)
Rebecca Larke (Deputy Clerk)
Cllr Nick Taylor (Norfolk County Councillor)
Three members of the public.

DRAFT

1. Election of Chair and Vice Chair

The Council **RESOLVED** to elect Cllr Britcher as Chair of the Council and Cllr Gurney as Vice Chair of the Council. Cllr Britcher signed his Acceptance of Office of Chair form in the presence of the Proper Officer.

2. Apologies and acceptance for absence

Members received apologies for absence from Cllrs Lacey Douglass, Ian Duckett, David Fahy, Mike Hicks and John Knowles and **RESOLVED** to approve the reasons for non attendance in accordance with section 85 of the Local Government Act 1972.

3. Declarations of Interest and Dispensation

No further declarations were declared beyond those already published on the Register of Interests.

4. Minutes from Full Council meeting held 8 September 2026

The minutes of the meeting held on 8 September 2026 were **AGREED** as a true and accurate record and were duly signed by the Chair.

5. Public Participation

Concerns were raised about the potential development of the land on the south side of Reepham Road, opposite Cottingham's Park. The Clerk explained that the land lies within Drayton, although any development was likely to place greater pressure on facilities and infrastructure in Hellesdon than on those in Drayton. The site had been brought forward by the landowner during the 'Call for Sites' in developing a new Greater Norwich Local Plan to 2045. Those sites had not yet been reviewed and once a triage process had taken place, any suitable

Approved……..

sites for development would go to public consultation in 2027. A submitted site is not automatically considered suitable or allocated for development.

PC Sam Hales advised the meeting that his colleague PC Matt Hills had been seconded to a different unit and he was unaware when he would return. The summer period had been busy and resources had been stretched to cover other duties. PC Hales had visited local schools to discuss parking issues around drop off and pick up times. The zigzag lines outside Kinsale Schools entrance required repainting. A crack down on E scooters and E bikes was in progress, although this was proving hard to police as offenders often sped away before being able to be caught, however last term an E bike at Hellesdon High School had been ceased and destroyed. Only licensed E Scooters operated by Beryl Bikes were legal. Officers were aware of helmetless balaclava wearing youths on motorbikes intimidating local residents. The details of the next Safer Neighbourhood Action Panel (SNAP) meeting would be emailed to the Clerk.

6. Co-option of two councillors following conformation that no election has been called.

The Council had received one application for consideration of co-option and **RESOLVED** to elect Tony Adams on to the Parish Council. Cllr Adams signed his Acceptance of Office form in the presence of the Proper Officer.

Cllr Adams left the meeting 7.26pm

7. Other Council's Reports

a) Broadland District Councillor reports.

Cllr Gurney (Hellesdon North West) advised she had very recently discovered that the Parish Council had been bypassed in relation to a section 106 contribution of £25,000 from the application (20260836) to build a care home on the former Jarrold's Sports Ground site. Having spoken to planning officers and working with the Clerk, it was very likely that this contribution will be diverted to the Parsh Council to undertake the installation of separate match official changing rooms within the Community Centre. The Clerk (subject to approval of item 11) and Cllr Gurney were due to speak at the planning meeting on 14 October 2026.

Cllr Gurney had been working with Cllr Douglass concerning the proposal for Norfolk County Council's Highways officers to accept the alternative proposals for traffic and parking mitigation at The Whiffler Pub on City View Road, in order for Wetherspoons to discharge their obligations in line with planning condition number five. This decision by officers was contrary to the original plan to install double yellow lines. The planning committee meeting held earlier the same evening, had objected to the alternatives as not being robust enough to address the issues.

Councillors had been forwarded the Air Quality Strategy document from Broadland District Council which reflected general air quality. Monitoring stations had been located in Hellesdon.

Cllr Johnson left meeting at 7.37pm

b) Verbal report from Cllr Britcher from the Western Link meeting held on 30 September 2026.

Cllr Britcher advised that the meeting had not been that productive as plans for the options of the new routes to be considered had not been agreed by Norfolk County Council's Cabinet and

subsequently were not in the public domain. However, it was pleasing to note progress was being made and the hope was that any new route was as close to Norwich as possible to ensure usage levels were not affected by lengthy journeys.

c) County Councillor report.

Cllr Taylor had provided a written report which had been circulated to members before the meeting. The report is attached to these minutes at appendix A. In addition, Cllr Taylor advised that it is likely that new roues for the Western Link Road would be available by the end of the year, subject to Cabinet approval. However, any new route was unlikely to be close to Norwich as Natural England would prevent such a proposal. The road would be single carriageway and no viaduct would be required.

Cllr Taylor had been advised by Highways Officers that due to the loose wording of the planning condition for The Whiffler Pub it would be difficult to insist that double yellow lines should be installed. However, it was hoped that the applicants would offer the value of their alternative proposals with Norfolk County Council making up the shortfall to produce a Traffic Regulation Order (TRO) and installation of double yellow lines.

A request was made to consider the effectiveness of the 'H' bars installed on Cottingham's Drive and whether a TRO could be considered instead for double yellow lines.

8. Parish reports

a) Clerk's report to note

The Clerk's report had been circulated prior to the meeting and was noted. In addition members were advised that the Local Area Co Ordinator, Heidi Waters would be undertaking a soft launch of the service on 14 October 2026 in the café in the Community Centre, between 10am and 12 noon.

b) Chair's report to note

The Chair advised that in his capacity as Chair of Staffing he had visited the former Chair of the Council David Maidstone to obtain the original copy of the Clerk's employment contract.

9. Financial Matters

It was **RESOLVED** to approve:

a) The list of payments and receipts from 1 September 2026 to 30 September 2026.
b) Earmarked Reserves Summary to 30 September 2026.
c) The bank reconciliation to 30 September 2026.

d) To note the completion of the audit and any external auditor comments on the Annual Governance and Accountability Return (AGAR).

The Clerk advised the comments from PFK Littlejohn, the External Auditor were as expected. The External Auditor had also not charged anything beyond the usual statutory fees permitted. The completion of the audit process for 25/26 was noted.

The Clerk was asked to produce an update on the AGAR action plan for the next Full Council meeting.

10. Committees

a) All Committees: To consider appointment of councillors to vacant positions on committees and panels.
It was agreed to defer this item to the November 2026 Full Council meeting.

To receive reports from Chairs of Committees and to note.

b) Committee Centre & Café Committee
No report.

c) Environment Committee.
No report

d) Events Committee
The draft minutes from 15 September 2026 meeting were noted.
The Council **RESOLVED**;

i. To approve Cllr Diffey as Chair of the Committee.
ii. To agree the Terms of Reference for the Committee.
iii. To add an additional £3000 to the committee's budget for the remainder of the 26/27 financial year to be taken from general reserves.

iv. To approve a pumpkin related event for Halloween on 30 October 2026 within the half term holiday with a total event cost set at £50.

e) Planning Committee
The Chair advised that the committee had objected to The Whiffler Pub's alternative proposals for traffic and car parking mitigation on City View Road.

f) Playing Fields, Allotments & Amenities
The draft minutes of the meeting held 10 September 2026 were noted.
The Council **RESOLVED**:

i. To approve Cllr Gurney as Chair of the Committee.
ii. To agree the Terms of Reference for the Committee.

g) Property, Policy & Resources.
The draft minutes from the meeting held on 28 September 2026 were noted.

h) **Staffing**
No report.

8.37pm Cllr Adams returned to the meeting

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Other Business

11. **To appoint the Clerk as representative of the Parish Council at the planning meeting to be held on 14 October 2026 at Broadland District Council offices regarding planning application 2026/0836 Sports Ground, Heath Crescent ,Hellesdon, Norwich NR6 6XF**

    The Council **RESOLVED** to appoint the Clerk to represent the Parish Council to promote the case for section 106 monies to be allocated to the Parish Council.

12. **To consider consultation from Broadland District Council to extend the Public Spaces Protection Order (PSPO) to tackle vehicle related anti-social behaviour.**

    The Council **RESOLVED** to**:**

    1. Support retaining the existing restrictions on anti-social vehicle gatherings and behaviours, including vehicle racing, stunt driving, excessive engine noise, sounding horns and loud amplified music.
    2. Support the extension of the existing PSPO for a further three years.

13. **It was confirmed that the next Full Parish Council meeting would be held on 10 November 2026 at 7pm in Council Chamber, Diamond Jubilee Lodge, Woodview Road Hellesdon Norwich NR6 5QB**

Meeting ended 8.51pm

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Approved……..

HELLESDON PARISH COUNCIL

ITEM NO: 6a

Report for : **Full Council**

Date: **10 November 2026**

Item Title: **To receive a report from the Clerk and to note**

Background

An update on Council matters since the October 2026 Full Parish Council meeting.

Purpose

To provide Members with an update on significant activities, projects and operational matters undertaken since the October 2026 meeting of Full Council. The report is intended to highlight key areas of work and does not include routine day-to-day correspondence and administration.

Executive Summary

The period has been dominated by:

- The Clerk's annual leave from 19 to 30 October 2026 and subsequent return to work.
- Progress on the HR Organisational Review, anticipated to conclude by the end of November.
- Continued work on community facility proposals linked to Section 106 funding opportunities arising from the Heath Crescent care home development.
- Banking rationalisation and closure of remaining Barclays accounts following transfer to Unity Trust .
- Progression of environmental projects including the Miyawaki tree planting.
- Ongoing involvement in planning matters including the Norwich Golf Club inquiry and Care Home/S106 meeting.

Banking Arrangements

Instructions have been prepared and issued to Barclays Bank requesting closure of the Council's remaining Barclays Business Premium accounts and transfer of balances to Unity Trust Bank. Once the monies a re received these shall be diverted to the Unity Trust deposit savings accounts and the CCLA deposit scheme as agreed by Full Council.

Remembrance Arrangements

Remembrance Day arrangements have been established, invitation to councillors issued and the ceremony scheduled for 11 November 2026 at Diamond Jubilee Lodge. Responses have already been received from councillors unable to attend. There will be a short ceremony outside the Parish Council Offices starting at 10.55am. All councillors and residents are welcome to attend.

HR Organisational Review

The HR organisational review remains one of the Council's three priority projects for completion by the end of the year, alongside budget forecasting for 2027/28 and the introduction of the new Health and Safety platform.

Update:

- Work is continuing. Staff have been advised that interviews will be held via MS Teams. At the time of writing the interview dates have yet to be confirmed.
- Completion remains anticipated by the end of November 2026.

Recreation Ground / Section 106 Work

Work continues on developing evidence and proposals for improvements to sports and community facilities connected with potential Section 106 contributions arising from development at Heath Crescent.

Update:

- I attended the Planning meeting at Broadland District Council on 14 October 2026 together with the District Councillor Shelagh Gurney, and spoke in favour of the section 106 monies coming to the Parish Council to undertake a project to restore the official's separate changing room facilities within the Community Centre. T
- The application for the Care Home on the former Jarrolds Sports Ground was granted planning permission and I am pleased to advise that the committee agreed to switch the s106 monies to the Parish Council.
- Plans for the facility had already been submitted and approve as part of the Community Centre reroofing and extension application in 2021. These plans are now being assessed by Norfolk FA to ensure the latest standards and specifications can be applied and addressed.
- Once completed, tender documentation and specifications can be produced for formal procurement.

Environment Committee

People's Emergency Briefing screening arrangements.

The committee has proposed a screening date of 17 February 2027 and has been provisionally arranged and diary space reserved. Confirmation of the details will be advised in due course.

Planning and Development Matters

Former Norwich Golf Club related planning matters including the inquiry process.

Update: The Parish Council has been advised that the applicant, Persimmon Homes has appealed the decision to cancel the planning inquiry as the Inspectorate did not feel he had jurisdiction to rule on the amended plans as these were significantly different to those agreed in the original application process.

The appeal will now go to Judicial Review(JR), the first stage of which is permission stage.

- The court first has to consider whether to allow the challenge to proceed and permission to proceed does not mean the applicant has won.
- If successful: the court could quash the decision, requiring reconsideration. That would not automatically grant planning permission or guarantee a different outcome.
- If unsuccessful: the challenged decision would remain in place.

Broadland District Council planning officers have advised the Parish Council to keep this planning issue in the fore front of minds and that decisions around requirements for a section 106 agreement relating to this development requires consideration, minuting and formulated proposals. This is particularly urgent if the JR is successful. The creation of a section 106 working group is required (see item 9).

Author: Clerk

Date. 4 November 2026

Hellesdon Parish Council
PAYMENTS & RECEIPTS LIST

Voucher	Date	Description	Received from / Paid to	Receipts	Payments
402	01/10/2026	Receipt - Community Centre Room Hire	XYLA	45.32	
403	01/10/2026	Receipt - Community Centre Room Hire	XYLA	45.32	
404	02/10/2026	Receipt - Precept 26_27(2)	Broadland District Council	332,837.50	
405	05/10/2026	Receipt - Tennis Hire	Hirer	5.00	
406	06/10/2026	Receipt - Tennis Hire	Hirer	7.00	
407	07/10/2026	Receipt - Community Centre Room Hire	Norfolk County Council	90.64	
408	07/10/2026	Receipt - cafe cash income	Community Centre Cafe	480.50	
409	07/10/2026	Receipt - Community Centre Room Hire	Cambridgeshire Coins	154.48	
410	08/10/2026	Receipt - Community Centre Room Hire	North & Broadland Locality Healthy	1,057.84	
411	08/10/2026	Receipt - Community Centre Room Hire	Craft Fairs	202.00	
412	08/10/2026	Receipt - Community Centre Room Hire	Hirer	344.48	
413	12/10/2026	Receipt - Community Centre Room Hire	Affinity Trust	154.48	
414	12/10/2026	Receipt - Community Centre Room Hire	Affinity Trust	155.69	
415	12/10/2026	Receipt - credit re erroneous entry	Hellesdon Parish Council	25.99	
416	12/10/2026	Receipt - Community Centre Room Hire	YOGA (Monday)	90.64	
417	12/10/2026	Receipt - Community Centre Room Hire	Hellesdon Cribbage Club	169.20	
418	12/10/2026	Receipt - Community Centre Room Hire	Hellesdon Horticultural	304.20	
419	13/10/2026	Receipt - Community Centre Room Hire	Tuesday Tots	195.28	
420	13/10/2026	Receipt - Community Centre Room Hire	YOGA (Monday)	90.64	
421	14/10/2026	Receipt - Community Centre Room Hire	ATP Health and Fitness Norwich Ltc	604.60	
422	14/10/2026	Receipt - Tennis Hire	Adam Depledge	5.00	
423	14/10/2026	Receipt - cafe cash income	Community Centre Cafe	339.60	
424	14/10/2026	Receipt - Community Centre Room Hire	United School of Dance	593.20	
425	14/10/2026	Receipt - Community Centre Room Hire	National Tennis Association	45.00	
426	14/10/2026	Receipt - Tennis Court Hire	National Tennis Association	125.00	
427	14/10/2026	Receipt - Tennis Court Hire	National Tennis Association	140.00	
428	14/10/2026	Receipt - Football Pitch/Training Hire	Frettenham Football Club	89.59	
429	15/10/2026	Receipt - Community Centre Room Hire	Watson Property Group	45.32	
430	15/10/2026	Receipt - Football Pitch/Training Hire	Dussindale and Hellesdon Ladies	18.89	
431	15/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
432	15/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
433	15/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	49.50	

434	15/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
435	16/10/2026	Receipt - Community Centre Room Hire	Hirer	626.40	
436	16/10/2026	Receipt - Community Centre Room Hire	Training 2 Care Ltd	185.97	
437	16/10/2026	Receipt - Community Centre Room Hire	Norwich Keyboard Lounge	171.57	
438	16/10/2026	Receipt - Football Pitch/Training Hire	Jess Newton Football	50.36	
439	19/10/2026	Receipt - Community Centre Room Hire	Young Textiles Group	73.20	
440	19/10/2026	Receipt - Community Centre Room Hire	Hirer	141.53	
441	19/10/2026	Receipt - Community Centre Room Hire	Evergreen Line Dance	200.87	
442	19/10/2026	Receipt - Community Centre Room Hire	Evergreen Line Dance	529.00	
443	19/10/2026	Receipt - Community Centre Room Hire	Short Mat Bowls	273.40	
444	19/10/2026	Receipt - Community Centre Room Hire	Realise Training	85.01	
445	20/10/2026	Receipt - Community Centre Room Hire	Hertfordshire Partnership Uni NHS I	143.99	
446	20/10/2026	Receipt - Community Centre Room Hire	ART Group	165.02	
447	20/10/2026	Receipt - Community Centre Room Hire	Hirer	111.29	
448	20/10/2026	Receipt - Community Centre Room Hire	Sequence Ballroom Dancing	272.18	
449	21/10/2026	Receipt - Community Centre Room Hire	Just Friends	41.98	
450	22/10/2026	Receipt - Community Centre Room Hire	Norfolk County Council, Children's S	308.53	
451	22/10/2026	Receipt - Community Centre Room Hire	Womens Institute	49.30	
452	22/10/2026	Receipt - Community Centre Room Hire	Trefoil Guild	39.62	
453	22/10/2026	Receipt - Community Centre Room Hire	Norwich PHAB Club	231.56	
454	22/10/2026	Receipt - Community Centre Room Hire	Affinity Trust	329.96	
455	23/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	49.50	
456	23/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
457	23/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
458	23/10/2026	Receipt - Football Pitch/Training Hire	Firside Football Club	27.50	
459	29/10/2026	Receipt - Football Pitch/Training Hire	Norwich medics	89.59	
460	23/10/2026	Receipt - CT Airtime	O2	162.00	
461	23/10/2026	Receipt - Community Centre Room Hire	Hirer	90.64	
462	26/10/2026	Receipt - cafe cash income	Community Centre Cafe	388.61	
463	26/10/2026	Receipt - Community Centre Room Hire	Hirer	550.83	
464	28/10/2026	Receipt - Community Centre Room Hire	Hellesdon Community Choir	170.96	
465	30/10/2026	Receipt - Community Centre Room Hire	Refund of hire (bereavement)		-313.35
466	29/10/2026	Receipt - Community Centre Room Hire	Hirer	322.50	
467	29/10/2026	Receipt - Community Centre Room Hire	Hirer	11.33	
468	30/10/2026	Receipt - cafe cash income	Community Centre Cafe	373.55	
469	30/10/2026	Receipt - Tennis Court Hire	Hirer	5.00	
470	30/10/2026	Receipt - Community Centre Room Hire	Zumba (Teri Moss)	135.96	
471	31/10/2026	Receipt - SUM UP CAFE INCOME	SUM UP	2,554.00	
472	14/10/2026	Receipt - Allotment Rent refund	Allotment Holder		-30.00

473	23/10/2026	Receipt - overpayment on invoice	Norwich medics	0.36	
612	02/10/2026	Payment - Employers Pension Contributions	Norfolk Pension Fund		-2,225.40
615	08/10/2026	Payment - Employers Liabilities	HMRC		-10,060.57
624	20/10/2026	Payment - Salaries	Hellesdon Parish Council		-23,473.49
625	09/10/2026	Payment - Cafe Items - Food	Easters Norwich		-125.77
626	09/10/2026	Payment - Cafe Items - Food	Easters Norwich		-102.32
627	09/10/2026	Payment - Cafe Items - Food	Easters Norwich		-45.85
628	09/10/2026	Payment - Cafe Items - Food	Easters Norwich		-85.91
629	09/10/2026	Payment - cafe items food	Easters Norwich		-65.61
630	09/10/2026	Payment - Cafe Items - Food	Easters Norwich		-107.94
631	09/10/2026	Payment - White Chalk Pens	Anglia Culinary Suppliers Ltd		-8.99
632	09/10/2026	Payment - cafe items credit note	Anglia Culinary Suppliers Ltd		44.80
633	09/10/2026	Payment - Cafe items purchase food and non f	Anglia Culinary Suppliers Ltd		-182.53
634	09/10/2026	Payment - Cafe items purchase food and non f	Anglia Culinary Suppliers Ltd		-297.36
635	09/10/2026	Payment - cafe items credit note	Anglia Culinary Suppliers Ltd		29.75
636	09/10/2026	Payment - Cafe Items - Food	Anglia Culinary Suppliers Ltd		-41.55
637	09/10/2026	Payment - Cafe items purchase food and non f	Anglia Culinary Suppliers Ltd		-111.23
638	09/10/2026	Payment - Cafe Items - Food	Anglia Culinary Suppliers Ltd		-11.96
639	09/10/2026	Payment - Cafe items purchase food and non f	Anglia Culinary Suppliers Ltd		-101.32
640	09/10/2026	Payment - Prosolve Survey Marker	HuwsGrayGroup		-60.41
641	09/10/2026	Payment - Rialtas - Annual support and mainte	Rialtas		226.42
642	09/10/2026	Payment - Rialtas - Annual support and mainte	Rialtas		-3,010.80
643	09/10/2026	Payment - agency personnel	Select		-1,062.88
644	09/10/2026	Payment - Fire Alarm Maintenance Visit	ESS LTD		-48.00
645	09/10/2026	Payment - Emergency Lighting	ESS LTD		-12.00
646	09/10/2026	Payment - Fire Alarm Maintenance Visit	ESS LTD		-72.00
647	09/10/2026	Payment - Emergency Lighting	ESS LTD		-12.00
648	09/10/2026	Payment - Fire Alarm Maintenance Visit	ESS LTD		-72.00
649	09/10/2026	Payment - Emergency Lighting	ESS LTD		-18.00
650	09/10/2026	Payment - Pest Control	Pest Express		-504.00
651	09/10/2026	Payment - Locks and patrols for parks	Norse		-249.60
652	09/10/2026	Payment - Monthly Support Charge	Osiris		-725.51
653	09/10/2026	Payment - IRIS Software Subscription	IRIS		-44.86
654	09/10/2026	Payment - Verges - cutting	Norse Eastern Ltd		-2,703.14
655	09/10/2026	Payment - Light Repair	Excel Electrical Services Ltd		-180.00
656	09/10/2026	Payment - Food Hygiene Training	Dianne Tobias		-16.80
657	09/10/2026	Payment - cafe food	Toombs Butchers		-262.73
658	09/10/2026	Payment - batteries	Amazon Business EU SARL		-25.96

659	09/10/2026	Payment - Advertising - Just Hellesdon	Just Regional		-252.00
660	13/10/2026	Payment - Allotment Rent refund	erroneous entry - see receipts above		
661	15/10/2026	Payment - coffee capsules	Calypso Coffee		-119.40
662	15/10/2026	Payment - tables	GOPAK001		-1,103.04
663	01/10/2026	Payment - Loan Repayment	United Kingdom Debt Management Office		-12,602.25
664	01/10/2026	Payment - Accounts Subscription	Scribe		-282.00
665	01/10/2026	Payment - Business Rates	Broadland District Council		-193.00
666	01/10/2026	Payment - Business Rates	Broadland District Council		-1,136.00
667	01/10/2026	Payment - Business Rates	Broadland District Council		-403.00
669	07/10/2026	Payment - Fuel	UK Fuels (radius)		-197.27
670	08/10/2026	Payment - Penninsular - Health and Safety	Penninsula		-288.73
671	30/10/2026	Payment - Cafe Items - Food	LIDL		-8.36
672	30/10/2026	Payment - Cafe Items - Food	Co-Op		-10.05
673	30/10/2026	Payment - Window Cleaning	Dazzle		-60.00
674	30/10/2026	Payment - Window Cleaning	Dazzle		-20.00
675	30/10/2026	Payment - Mulch	Grow Greener		-1,160.00
676	12/10/2026	Payment - Telecommunications	O2		-405.00
677	16/10/2026	Payment - Gas - Community Centre	EDF		-185.62
678	19/10/2026	Payment - Electricity EDF Community Centre	EDF		-8,126.68
679	21/10/2026	Payment - Electricity EDF Community Centre	EDF		-737.10
680	21/10/2026	Payment - Electricity - Allotments	EDF		-41.94
681	26/10/2026	Payment - Trade Waste	Biffa Waste Services Limited		-208.56
682	26/10/2026	Payment - General Waste	Biffa Waste Services Limited		-122.34
683	26/10/2026	Payment - Business Rates	Broadland District Council		-570.00
684	28/10/2026	Payment - Food Waste	Veolia		-57.23
685	29/10/2026	Payment - Penninsular - Health and Safety	Penninsula		-288.51
686	31/10/2026	Payment - Bank service charge	Unity Trust Bank		-30.10
687	31/10/2026	Payment - SUM UP FEE	SUM UP		-42.95
688	14/10/2026	Payment - NEST - Pension	NEST Pensions		-1,263.36
			Total	**347,612.47**	**-75,742.01**

Created by Scribe

Hellesdon Parish Council Reserves & Earmarked Reserves 2026/2027

Statement date 31 October 2026

Earmarked Reserve Name	CurrentBalance
AV in DJL	2,500.00
Burial Ground Land	12,000.00
Bus Shelters	3,000.00
CIL 23/24 CC Ext 28/29	62,242.78
CIL 24/25 CC Ext 29/30	8,784.04
Community Centre Extension	182,401.84
Community Engagement Fund	5,000.00
DJL Control Panel	2,500.00
Elections	6,500.00
Emergency Tree Work	3,580.00
Good Causes in Hellesdon	5,000.00
Grit Bins	1,000.00
Hard Surfaces at Hellesdon Community Centre	20,000.00
IT Reserve	10,000.00
Land Acquisition Account	50,000.00
Land Contingency	100,000.00
Machinery	5,024.00
Mountfield ParK	35,462.99
Parish Poll Provision	6,000.00
PF Ownership signs	1,508.45
Play Equipment	59,000.00
Refurb WestWood WC's	20,000.00
Site Fencing	1,000.00
Staff contingency payments	10,000.00
Tennis / Netball Courts surface	64,380.00
War Memorial	4,500.00
Total	**681,384.10**
	681,384.10
General Reserve	617,380.09
Total	1,270,171.48

Created by Scribe

Hellesdon Parish Council

Prepared by: Rebecca Larke - Deputy Clerk Date: 4.11.26

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/10/2026			
	Cash in Hand 01/04/2026			968,851.92
	ADD			
	Receipts 01/04/2026 - 31/10/2026			828,116.17
				1,796,968.09
	SUBTRACT			
	Payments 01/04/2026 - 31/10/2026			521,140.95
A	**Cash in Hand 31/10/2026** (per Cash Book)			**1,275,827.14**
	Cash in hand per Bank Statements			
	Petty Cash	31/10/2026	2.20	
	Unity Trust Current	31/10/2026	16,054.94	
	Unity Trust Instant Access	31/10/2026	821,878.87	
	Barclays Deposit	31/10/2026	353,673.31	
	Barclays Deposit 2	31/10/2026	85,215.33	
	Cafe Float	31/10/2026	100.00	
	Barclay Card	31/10/2026	0.00	
	TradePoint	31/10/2026	0.00	
	Sum Up	31/10/2026	0.00	
	Barclays	31/10/2026	1,341.18	
				1,278,265.83
	Less unpresented payments			2,125.34
				1,276,140.49
	Plus unpresented receipts			-313.35
B	**Adjusted Bank Balance**			**1,275,827.14**
	A = B Checks out OK			

Created by Scribe

Date	SCRIBE Voucher	Description	Amount	Cum. Total
14/8/26	487	Biscuits - LIDL for cafe cooking	1.95	48.29
22/8/26		Part Baked Rolls for Cafe - ALDI	3.40	44.89
23/8/26		Food for Cafe - LIDL	16.90	27.99
25/8/26		Food for Cafe - LIDL	7.51	20.48
26/8/26		Food for Cafe — Co-Op	2.84	17.64
27/8/26		Greaseproof Paper for Cafe	2.65	14.99
		CASH COUNTED 01/09/26 €14.99		
03/9/26		2x Iceberg lettuces for cafe - Co-Op	1.70	13.29
03/9/26		Food for Cafe - LIDL	4.79	8.50
09/9/26		Food for Cafe - Co-Op.	6.30	2.20
		CASH COUNTED 30/09/26 €2.20		

3/11/26
RMcLe

Skip to transactions

Mr Jonathan Hall
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
NR6 5QB

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 October 2026 to 31 October 2026

Account Name: Hellesdon Parish Council
Sort Code: 608301
Account Number: 20548209
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£27,002.98	£408,737.54	£397,789.50	£16,054.94

Your arranged overdraft limit is £0.00

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You can choose to receive online statements and we'll notify you by email when they're available. Contact us to switch to paperless statements.

Accessibility

Unity can offer statements in alternative formats such as statements in braille, large print or audio. Please contact us for more information.

*Our call centre opening hours are 9:00am to 5:00pm, Monday to Friday, excluding bank and public holidays in England and Wales. Calls are recorded and may be monitored for security, training and quality purposes.
**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Skip to transactions

Mr Jonathan Hall
Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
NR6 5QB

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Call **0345 140 1000***
Email **us@unity.co.uk**
Visit **www.unity.co.uk**

Account Statement

01 October 2026 to 31 October 2026

Account Name: Hellesdon Parish Council
Sort Code: 608301
Account Number: 20548212
Swift Code (BIC): NWBKGB2L
IBAN: GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£550,878.87	£50,000.00	£321,000.00	£821,878.87

Go Paperless!

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Accessibility

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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Today: **03 Nov 2026**

BARCLAYS

HELLESDON PARISH COUNCIL

Transactions

Business Premium ME	**20-62-68 13017702**
Available balance	**£353,673.31**
Last night's balance	£353,673.31
Overdraft limit	**n/a**

Showing **No** transactions between and from 01/10/2026 to 31/10/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

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If you don't have online statements, then statements may still be visible in Barclays Cloud It
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Barclays Bank UK PLC. Registered no. 9740322. Barclays Insurance Services Company Limited. Registered no. 973765. Barclays Investment Solutions Limited. Registered no. 2752982. Barclays Bank PLC. Registered no. 1026167. All registered in England. Registered office for all: 1 Churchill Place, London E14 5HP.

Today: **03 Nov 2026**

BARCLAYS

HELLESDON PARISH COUNCIL

Transactions

Business Premium ME	**20-62-68 73554503**
Available balance	**£85,215.33**
Last night's balance	£85,215.33
Overdraft limit	**n/a**

Showing **No** transactions between and from 01/10/2026 to 31/10/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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Cafe Reconciliation Float 30.10.26

Hellesdon Community Centre - Café Reconcilation Sheet

Date _____

Reconciled By (must be 2 people) _____ & _____

£50	
£20	
£10	10 - 00
£5	5 - 00
£2	2 - 00
£1	68 - 00
50p	5 - 50
20p	1 - 80
10p	- 90
5p	6 - 20
Bronze	- 60
TOTAL CASH	100 - 00
Credit Card (Add)	
Float (less)	
Balance	
Till Receipt	
Diff (+ or -)	
Cash to Bank	

Checked and counted £100 Alleb

Office Use Only:

Cash Banked on: ___/___/___

Paying in Book Ref: _____

CC Money Received ___/___/___

Please attach Till Reconciliation

Explanation of any variances

Today: **03 Nov 2026**

BARCLAYS

HELLESDON PARISH COUNCIL

Transactions

Business Premium ME	**20-62-68 03124401**
Available balance	**£1,341.18**
Last night's balance	£1,341.18
Overdraft limit	**n/a**

Showing **No** transactions between and from 01/10/2026 to 31/10/2026

Date	Description	Money in	Money out	Balance
No Transaction Found				

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
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HELLESDON PARISH COUNCIL

ITEM NO: 8b

Report for : Full Council

Date: 10 November 2026

Item Title: To consider appointment of councillors to vacant positions on committees and panels.

The Parish Council has the following vacancies:

Committees

- Member of Staffing committee
- Member of Community Centre and Café committee
- Member of Events committee
- 2 Members of Playing Fields Allotments & Amenities committee
- 2 Members of Planning committee
- Member of Environment committee
- Vice Chair of Environment committee
- Member of Property, Policy and Resources committee (this committee is constituted as the Chairs of all the committees – the vacancy should, by virtue of the Terms of Reference be filled by Cllr Diffey as Chair of Events)
- Vice Chair of Property, Policy & Resources committee

Panels

- Substitute for Safer Neighbourhood Action Panel (SNAP)
- Member for Disciplinary Panel*
- Member for Grievance Panel*
- Substitute for Disciplinary Panel*

(*members of the disciplinary or grievance panel can not serve on the staffing committee)

Current members of the Staffing Committee

Staffing Committee	
Chairman	**David Britcher**
Vice Chairman	***Shelagh Gurney***
Members	Bill Johnson
	Roy Forder
	Andrew Lock
	John Knowles
	Vacancy

Current members of Community Centre & Café Committee

Hellesdon Community Centre& Cafe Committee	
Chairman	**Roy Forder**
Vice Chairman	***Nigel Barker***
Members	Shelagh Gurney
	Gemma Diffey
	Lacey Douglass
	John Knowles
	Vacancy

Current members of Events Committee

Events Committee	
Chairman	**Gemma Diffey**
Vice Chairman	***Roy Forder***
Members	Bill Johnson
	David Britcher
	Lacey Douglass
	Vacancy

Current members of Playingfields, Allotments & Amenities Committee

Playingfields, Allotments & Amenities Committee	
Chairman	**Shelagh Gurney (P)**
Vice Chairman	**David Fahy**
Members	Nigel Barker
	Mike Hicks
	Gemma Diffey
	Vacancy
	Vacancy

Current Members of Planning Committee

Planning Committee	
Chairman	**Roy Forder (P)**
Vice Chairman	**Robin Sear (P)**
Members	Mike Hicks
	Susan Holland
	Vacancy
	Vacancy

Current Members of Environment Committee

Environment Committee	
Chairman	Ian Duckett (P)
Vice Chairman	Vacancy
Members	David Britcher (P)
	Andrew Lock
	John Knowles
	Vacancy

Current Members of Property, Policy and Resources Committee

Property, Policy & Resources Committee	
Chairman	Shelagh Gurney (P)
Vice Chairman	Vacancy
Members	David Britcher (P)
	Roy Forder (P)
	Ian Duckett (P)
	Chair of Events Committee

Disciplinary Panel Members

Cllr Mike Hicks, and Cllr Nigel Barker (1 vacancy)

Sub: Cllr John Knowles (requires replacing as staffing committee members can not be a substitute for the Disciplinary Panel.)

Grievance Panel Members

Cllr Mike Hicks, and Cllr Nigel Barker (1 vacancy)

Sub: Cllr Gemma Diffey

For information only

Panel of Appeals Members

Cllr Sue Holland, Cllr Ian Duckett, Cllr Robin Sear.
Subs: Cllr David Fahy & Cllr Lacey Douglass.

Recommendations

The Parish Council are asked to appoint:

1. Member of Staffing committee
2. Member of Community Centre and Café committee
3. Member of Events committee
4. 2 Members of Playing Fields Allotments & Amenities committee
5. 2 Members of Planning committee
6. Member of Environment committee
7. Vice Chair of Environment committee
8. Approve Cllr Gemma Diffey as a member of Property, Policy and Resources committee
9. Vice Chair of Property, Policy & Resources committee
10. Substitute for Safer Neighbourhood Action Panel (SNAP)
11. Member for Disciplinary Panel*
12. Member for Grievance Panel*
13. Substitute for Disciplinary Panel*

(*members of the disciplinary or grievance panel can not serve on the staffing committee)

Author: Clerk

Date 4 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

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 Events Committee held on Tuesday 27 October 2026, 7pm in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB

Present at the Meeting

Cllr Gemma Diffey (Chair)
Cllr David Britcher
Cllr Roy Forder
Cllr John Knowles

In Attendance

Rebecca Larke (Deputy Clerk)
Kevin Sage (Facilities Manager)
Chris Fisher (Deputy Facilities Manager)
Dave Marshall (Admin)

The Chair opened the meeting at 7.00pm.

1. **Apologies and acceptance for absence**

   Apologies were received and accepted from Cllr Lacey Douglass.

2. **Declarations of Interest and Dispensations**

   No declarations were made or dispensations requested.

3. **To approve the minutes of the meeting held on 15 September 2026 as a true and accurate record**

   The minutes were **APPROVED** and signed as a true and accurate record of the meeting and were signed by the Chair.

4. **Public Participation**

   No members of the public were present.

5. **Budget Monitoring**

   1) To receive budget monitoring report and to note.

   This was received and noted by the committee.

   2) To consider and agree Events Committee budget 27/28 for recommendation to Property, Policy and Resources Committee.

Approved…….....

Date……

The Committee discussed the events they wished to hold in the 27/28 financial year and determined the amount required for each event to propose a budget figure for the following year. The proposed figures would include an inflationary increase of 3.5%

Community Hearts Award	-	£2100
Summer Fayre	-	£4100
Pumpkin Carving	-	£ 110
Halloween Party	-	£ 550
Carols on the Lawns	-	£ 775
Christmas Party (Senior Citizens)	-	£1350
An advertising budget was proposed	-	£ 310
TOTAL		**£8985**

It is anticipated that income of £1500 would be generated from all events in total in respect of pitch fees, bar facilities and ticket sales.

6. Pumpkin Competition

A verbal update was provided to the Committee. The office will purchase the two (£20) voucher prizes for each category. Cllr Britcher and Cllr Forder will judge the entries and hand out the prizes. The actual spend for this event is £10 under the agreed budget of £50.

7. Senior Citizens Christmas Party

1) To receive a verbal update on ticketing, entertainment, food and drink arrangements.

The Deputy Clerk confirmed ticketing will be via Just Hellesdon and forms in the Parish Office. The event will be publicised in Just Hellesdon, on noticeboards,and on facebook. The closing date for receipt of tickets is Monday 23rd November and tickets will then be allocated by ballot to ensure fairness. Those tickets drawn in the ballot will be notified by the office. Cllr Britcher will draw the tickets at the next Events meeting.

Entertainment has been booked for the event at a cost of £320. The group are flexible around timings. There is still some drink available for use at the party however some more will need to be purchased. Cllr Diffey will be organising the food for the party and asked the office to contact Greggs to ask for order timescales.

2) To approve the poster (including ticket) for publication in 'Just Hellesdon'.

The committee RESOLVED to approve the poster.

3) To discuss any other arrangements including volunteers and event schedule

Cllr Diffey confirmed four volunteers including herself. The office will email all councillors to seek further support.

Approved…….....

Date……

8. To receive update on Community Hearts Awards

Cllr Diffey confirmed she had spoken with Jack Jenkins and he has agreed to be the Master of Ceremonies at the Community Hearts Awards.

Officers advised what items we still had available from the last ceremony and what would need to be purchased. Nomination forms would need to go out by the end of November and all entries would need to be received by the end of the first week in February. Officers will put together suggested nomination forms and other relevant material for discussion at the next meeting.

It was suggested to look for previous winners from the last ceremony who could select the winners for the April 2027 ceremony.

9. **To agree the date time and venue of the next meeting.**

It was agreed that the next meeting of the committee would be Tuesday 24th November 2026 at 7pm

Meeting closed at 8.26 pm.

DRAFT

Approved…….....

Date……

HELLESDON PARISH COUNCIL

ITEM NO: 9

Report for : Full Council

Date: 10 November 2026

Item Title: To consider setting up a working group to determine the Parish Council's section 106 requirements for the remaining stages of the Persimmon Homes development on the Former Royal Norwich Golf Course site.

Background and Purpose

Broadland District Council have advised that the Parish Council needs to clarify and agree firm proposals for section 106 requirements arising from the Persimmon Homes development. This maybe become more urgent if the applicant's request for a judicial review into the cancelling of the planning inquiry is successful (see Clerk's report item 6a for further details). Since the original plans were approved in 2007, much has changed with the development site and the Council's objectives.

Conclusion

Without agreed proposals from the Parish Council, there is a risk that the applicant and the planning authority could agree section 106 requirements without fully reflecting the Parish Council's priorities, or that those priorities may not receive due consideration.

A task and finish group could assess the available options and submit recommendations to Full Council for consideration and approval. As the group would focus on a specific task and meet as required rather than on a regular schedule, this designation would be more appropriate than a working group.

Recommendations

The Parish Council is asked to:

- Establish a task and finish group comprising no more than five councillors.
- Ask the group to develop options for section 106 requirements and submit its recommendations to Full Council for consideration and approval.
- Authorise the group to undertake research and seek views from stakeholders, partners and Hellesdon residents to inform its recommendations.
- Ask the group to prioritise this work, given the possibility of a successful challenge by Persimmon Homes to the cancellation of the planning inquiry.

Clerk

Date 4 November 2026