

HPC HELLEDON 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

Minutes of the Meeting of Hellesdon Parish Council Held on Tuesday 7th February 2020 in the Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon, at 7.00p.m.

PRESENT: Cllr D King, Chair
Cllr S Gurney
Cllr G Britton
Cllr U Franklin
Cllr M Fulcher
Cllr P Sparkes
Cllr W Johnson, Vice-Chairman
Cllr K Avenell
Cllr S Bush-Trivett
Cllr D Fahy
Cllr D Britcher

In attendance: Mrs N Carver, Clerk
John Smith and Daniel Thrower from Wensum Trust
3 Members of Public

WELCOME –The Chairman welcomed Councillors. He read out the requirements for filming and recording of meetings and the fire evacuation notice.

- Apologies and acceptance for absence**
Apologies received from Cllr D Attenborough these were **ACCEPTED**.
- Declarations of Interest and Dispensations**
There were no requests for dispensations, and no additional interests declared.
- Approval of minutes of the Parish Council Meeting held on 7th January 2020 from those members present at the respective meeting**
Minutes had been circulated.

RESOLVED TO ACCEPT THE MINUTES OF 7TH JANUARY 2020 AS AMENDED. THE MINUTES WERE SIGNED BY THE CHAIRMAN.

- Wensum Trust**
John Smith and Daniel Thrower from Wensum Trust provided a verbal report to the Parish Council on the current position of the Trust. There are now 11 academies with over 900 staff and 4276 student's ages from 3 to 18 years. The trust are keen to form partnerships with other organizations within Norfolk, this allows the trust to help children thrive in what they do best. Questions were asked by the councilors, Cllr Gurney spoke with regards to the Trust attending the local SNAP meeting, and Daniel Thrower agreed he would attend the next one scheduled. Cllr Fulcher and Cllr Bush-Trivett both ask questions relating to high school students and how the trust are working with them on topics such as mental health and having a voice in the community.

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1. Approved.....

Date.....
HPC Full Council Mins 4th February 2020

5. **Public Participation**

A member of the public spoke with regards to 20mph speed limit on Meadow Way and adjoining roads, Cllr Gurney updated the resident and fellow councilors on the recent meeting with herself, the clerk and Hellestons highway's engineer Ben Rayner. An assessment is currently being done by Norfolk County Council Highways on the suitability of the area for a 20mph speed limit. Unfortunately this is a lengthy process and the end decision is made by Norfolk County Council. The clerk will chase the local school with regards to shutting the rear access gate for a trial period to assess whether this will make any difference to traffic.

Cllr Gurney had also arranged with Norfolk Highways to have wooden bollards put in the verge of Meadow Way and Windsor Road.

6. **Report from Police to include Parish Crime Figures**

The Police Newsletter had been circulated. These were **NOTED**

7. **Report from County Councillor**

Cllr Gurney reported:

- Thanked all that attended the recent consultation event in the community Centre with the Police and Trading Standards. There was a good turnout of residents with a variety of questions asked and discussed.
- There has been a temporary fix to the pavement on Links Avenue outside 18; this will be reinstated to grass.
- Norfolk County Council has announced that they have put forward plans to work with Arden Grove School to offer a Trauma Unit for up to 16 places. This will go to consultation the next event 16th and 17th January.

8. **Reports from District Councillors**

Cllr Gurney reported: No Current Updates

Cllr Britcher reported:

- Will be attending the next Broadland District Council Waste Management Meeting.
- Due to the Parish Council no longer being represented on the Weston Link group, Cllr Britcher offered to take on this position. This was **AGREED** by all.

Cllr King reported:

- Will be attending the next Broadland District Council Waste Management Meeting.

9. **Reports from**

a) Chairman

No reports from the chairman

b) Parish Clerk

The clerks report was previously circulated

RESOLVED TO ACCEPT.

10. **Financial Matters**

a) Bank Reconciliation – 1st December to 31st December 2019.

The document previously circulated was discussed, and it was

RESOLVED TO ACCEPT

b) Approval of Payments - 1st December to 31st December 2019.

The document previously circulated was discussed and It Was

RESOLVED TO ACCEPT

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1. Approved.....

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c) Approval of Receipts - 1st December to 31st December 2019.

The document previously circulated was discussed and It was
RESOLVED TO ACCEPT

d) Detailed Income and Expenditure 1st April to 31st December 2019

The document previously circulated was discussed, it was
RESOLVED TO ACCEPT

e) Earmarked reserves summary

The Council **noted** the document previously circulated

f) To agree the purchase of RBS Software

A report from the clerk was previously circulated and discussed, it was

RESOLVED TO PURCHASE THE FOLLOWING SOFTWARE TOTALING £2666.00 FROM EAR MARKED RESERVE 349. PROPOSED BY CLLR KING, SECONDED BY CLLR JOHNSON AGREED BY ALL

Purchase Ledger

Asset Management

Allotment Management

Facilities Management

12. Staff and Councillor Training

a) Approval of councillor and staff training:

A written report from the clerk was previously circulated and discussed. It was

RESOLVED TO AGREE ALL STAFF AND COUNCILLOR TRAINING AS PREVIOUSLY AGREED AT STAFFING

b) To consider splitting councilor and staff training budget financial year 2020/2021:

It was proposed by Cllr King and Seconded by Cllr Britcher to split the budget for training in to staff training, under the staffing committee and councilor training under Property policy and resources committee this will have the condition that all training under £100 including travel expenses can be resolved at committee, all training over £100 including travel expenses to be taken to full council. This was

RESOLVED TO ACCEPT

12. General Matters

a) To confirm instruction to PLC Leisure as per recommendation from Property Policy and resources committee.

Item NOTED, total amount £4275 to come from Ear Marked Reserves 346

12. Planning

a) Committee meeting

Minutes of meetings held on Tuesday 21st January and Tuesday 17th December 2019 had been circulated. It was

RESOLVED TO ADOPT BOTH SETS OF MINUTES

b) Questions of the meeting

No questions asked.

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1. Approved.....

Date.....
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13. **Playing Fields, Amenities & Allotments**

a) Committee meeting

Minutes of meetings held on Thursday 23rd January had been circulated. It was **RESOLVED TO ADOPT SET OF MINUTES**

b) The following items were resolved at the meeting on 23rd January to take to full council:

Agenda Item Play area's

a) *Quotations for the replacement play equipment on Meadow Way Park, was presented to the committee with full details of costings. After a discussion it was*

RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.

b) *Quotations for the replacement play equipment and relocation of the under 9's play equipment at the Community Centre was, presented to the committee with full details of costings. After a discussion it was*

RESOLVED TO RECOMMEND TO FULL COUNCIL QUOTE 2 from KOMPAN.

IT WAS RESOLVED TO RECOMMEND TO COUNCIL THE FUNDS FROM THE S

TO BE USED AND THEN ADDITION FUNDS TO BE TAKEN FROM THE CURRENT 2019/2020 BUDGET AND THE PLAY EQUIPMENT EAR MARKED RESERVES.

PROPOSED BY CLLR KING AND SECONDED BY SHELAGH GURNEY TO ACCEPT RECOMMENDATIONS OF BOTH QUOTES It Was RESOLVED TO APPROVE

Agenda Item Allotments A discussion was had with regards to the number of vacant allotments and the allocation of plots for the community Orchard, it was proposed by Cllr King and seconded by Cll Fulcher to increase the allocation from 6 to 8 plots, agreed by all members. It was

RESOLVED TO TAKE TO FULL COUNCIL AS A RECOMMENDATION

PROPOSED BY CLLR KING AND SECONDED BY CLLR BRITTON TO ACCEPT RECOMMENDATIONS It Was RESOLVED TO APPROVE ABSTENTION FROM CLLR BRITCHER

Agenda Item Grounds From the last Playfields, allotment and amenities meeting it was decided for Head Grounds man Kevin to get additional quotes for large equipment for the grounds staff. From the quotations received it was

IT WAS RESOLVED TO RECOMMEND TO COUNCIL TO PURCHASE RECIPROCATING BLADE HEDGE CUTTER £6000 FROM EAR MARKED RESERVE 322

PROPOSED BY CLLR KING AND SECONDED BY CLLR JOHNSON TO ACCEPT RECOMMENDATIONS AND TAKE FUNDS FROM EAR MARK RESERVES 322 It Was RESOLVED TO APPROVE

Agenda Item Tree Report

a) *The report from MJ tree services was previously circulated and accepted.*

b) *From the recommendations made for the three main areas Mountfeild Park, Cottinghams Park and the Community Centre. It Was*

TO RECOMMEND TO COUNCIL THE WORKS FOR MOUNTFEILD PARK £2685+VAT TO BE TAKEN FROM ALLOCATED EAR MARKED RESERVES

PROPOSED BY CLLR KING AND SECONDED BY CLLR BUSH -TRIVETT TO ACCEPT RECOMMENDATIONS AND TAKE FUNDS FROM EARMARKED RESERVE 331. It Was RESOLVED TO APPROVE

14. **Media & Communications**

a) To confirm the number of pages in the February edition of Just Hellesdon

RESOLVED TO HAVE 4 PAGES, TO INCLUDE INFORMATION ON COMMUNITY ORCHARD, GNPL – JARROLD'S SITE, NEW PLAY EQUIPMENT

The question was raised with regards to restructuring Media and Communications, the items looked after by the committee can be re allocated to other committees, a discussion was had and **AGREED** to be taken to April's meeting.

15. **Hellesdon Community Centre**

No matters raised.

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1. Approved.....

Date.....
HPC Full Council Mins 4th February 2020

16. Property, Policy & Resources

a) Committee Meeting

Minutes of meetings held on 30th December 2019 and 20th January 2020 had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES

b) The following items were resolved at the meeting on 20th January to take to full council

A verbal update from Cllr Gurney was given on the meeting with regards to land provision in Hellesdon. The clerk is waiting on further information and will report back at next full council meeting.

The resolution from agenda item 4; to purchase new computing equipment from Osiris taking funds from earmarked reserve was

RESOLVED TO APPROVE BY FULL COUNCIL

17. Staffing

a) Committee Meeting

Minutes of meetings held on Wednesday 15th January 2020 had been circulated. These were discussed, it was

RESOLVED TO ADOPT THE MINUTES

b) No decisions were brought to full council.

CLLR FULCHER LEFT THE MEETING

18. Neighbourhood Plan and Green Grid

a) The clerk provided a verbal update on behalf of Cllr Fulcher, it was **agreed** to take all items to Playingfields, amenities and allotments meeting at the end of February.

19. Exchange of information

None

20. Resolution to Exclude the Press and Public

It was

UNANIMOUSLY RESOLVED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 TO EXCLUDE THE PRESS AND PUBLIC DURING DISCUSSION OF THE ITEMS RELATED TO STAFFING MATTERS AND PROPERTY, POLICY & RESOURCES DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED; SUCH ITEM TO BE DEALT WITH AFTER THE ITEM THAT CONFIRMED DETAILS OF THE NEXT MEETING

21. Date, Time & Venue for Next Meeting

This was **confirmed** as **Tuesday 3rd March 2020** at 7pm in the Council Chamber, Diamond Jubilee Lodge

Items discussed under the resolution to exclude public and press

An update was given on recent staffing matters, the council agreed no further action to be taken on the matter.

The meeting closed at 10:05pm.

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1. Approved.....

Date.....
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Newsletter

Welcome to the newsletter for Hellesdon.



Local Policing
Commander for -
Reepham, Aylsham,
Taverham and
Hellesdon

Message from Inspector Rob Wicks

The month of January has soon passed and has been a challenging month for my Policing teams. We have noticed an increase in Burglaries in the Taverham/Drayton area, although occurrences remain low, please be vigilant, some of the targeted addresses were left unlocked therefore making them an easy target. If you note any suspicious behaviour please contact the police control room on 101 or in an emergency 999.

Pc Hudson will sadly be leaving his beat managers position as he is moving to an engagement officers role in South Norfolk, I am sure that many of you who know Andy would join me in wishing him well in his new role. I will hopefully be able to advise of his replacement next month. As an interim measure Taverham will be managed by Sgt Youd together with Pcs Weeks and Woodcock.

My team have received a number of complaints in relation to parking in proximity to schools at the start and end of the day. If taking children to school, please be considerate to other people ensuring that your parking is both safe and legal, none of us would wish to see a pedestrian injured as a result of poor parking.

Crime updates 1st - 31st January 2020

Offence	Numbers	What could this entail
Arson	0	Damage caused as a result of fire.
Anti-Social Behaviour (ASB)	2	Harassment, alarm or distress is caused in a non-crime incident.
Burglary Business and Community	1	A person commits theft in a building or structure that is not lived in.
Burglary Residential	2	Entry and theft in a building or a structure that is lived in.
Criminal Damage	11	A person destroys or damages property belonging to someone else.
Domestic	9	Domestic incidents where a crime has not occurred. Parties are aged 16 or over and have been intimate partners or family members regardless of sexuality.
Hate Incident	2	Any incident where a crime has not occurred which the victim, or anyone else, thinks is based on someone's prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.
Race or Religious aggravated public fear	0	Any crime determined to have a hate element as per above.
Possession of controlled substance	2	Unlawful possession of a drug classified in class A, B or C.
Possession of weapons	0	Unlawful possession of an article used as a weapon.
Public fear, alarm or distress	3	Public order offences e.g. from a verbal altercation to offences just short of violence.
Robbery	0	Includes a range of offences where force is used, threatened or the victim is put in fear.
Theft from a motor vehicle	0	Any item stolen that was in, on or attached to a motor vehicle.
Theft or unauthorised taking of a motor vehicle	0	Any motor vehicle including those abandoned.
Theft of pedal cycle	3	From a public place.
Theft from a person	0	Purse being taken from a handbag, or a mobile phone from a shopping basket.

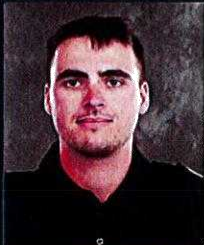
Broadland Engagement Officer PC Vicky Bailey



I will be hosting the following Drop-in Engagements Surgery "Cuppa with a Copper" where you are invited to join me for a cuppa and you can discuss any local issues or concerns you may have.

- Taverham Library, Sandy Lane, Taverham, Norwich, NR8 6JR
2nd March 11:00hrs – 13:00hrs (Occurs the first Monday of every month)
- Hellesdon Library, Woodview Road, Hellesdon, Norwich, NR6 5QB
25th March 10:00hrs – 12:00hrs (Occurs the fourth Wednesday of every month)
- Sprowston Library, Recreation Ground Road, Sprowston, Norwich, NR7 8EW
31st March 10:00hrs – 12:00hrs (occurs the last Tuesday of every month)

Your local Beat Manager's, PC Felix Woodcock and PC Jade Weeks What is happening in your area



Every year burglary tends to increase during the winter months as the afternoons get darker, making it easier to identify unoccupied homes which are often left unlit. You can help protect your home by following some basic crime prevention advice such as:

- Make sure your boundaries and gates are secure
- Always lock garages, sheds and outbuildings
- Always lock your doors, even when you're at home
- Make sure your windows are secure
- Always leave your house looking occupied
- Avoid keeping cash at home
- Make sure you keep an inventory of valuable items

Being burgled can be a traumatic experience, leaving people feeling violated and unsafe in their own home. However, as the majority of burglaries are opportunistic rather than planned, there are some simple steps you can take to reduce the risk of it happening to you. The most effective security consists of a variety of measures to deter, defend and detect any intruders.

Check out Home Security Checklist on the Norfolk Constabulary website
<https://www.norfolk.police.uk/sites/norfolk/files/homesecuritychecklist1.pdf>



Neighbourhood Priorities

Next SNAP meeting: Wednesday 15th April 2020, 7pm St Faiths Centre, Horsham & Newton, Manor Road, NR10 3LF

- Hi-visibility presence covering recreational grounds/public spaces in the areas of: Hellesdon, Horsford, Spixworth and St Faiths
- Speed enforcement across the area when time and resource allows

Point of contact



Follow us on social media

@BroadlandPolice

www.crimestoppers.co.uk

www.norfolk.police.co.uk

Non Emergency: 101

Or

Email: SNTHellesdon@norfolk.pnn.police.uk

Partner contacts



111 NHS

County Council 03448008012

District Council 01603 431133

Parking Issues 01553 616222



CLERK'S REPORT FOR COUNCIL MEETING 03.03.20

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	AGENDA ITEM 16
Car Park – Community Centre	Quotations have now been received
Parish Council Offices Diamond Jubilee Lodge	Quotations for the air conditioning units have been received and will be taken to PP&R for discussion.
Recreation Ground	<p>AGENDA ITEM 14</p> <p>24th February the clerk walked the area with grounds staff, areas of work were identified, cut backs in the over 9's play area, there was a fallen small tree at the top of the recreation ground which had fallen from one of the gardens in the chain link fence. This is being cut back to see if damage has been caused.</p> <p>The tree work has been confirmed with the contractor waiting on date.</p>
Meadows Way	AGENDA ITEM 14
Mountfield Park	<p>A number of stakes have come out of the ground in the high winds on the park, tree wardens have been informed.</p> <p>The tree work has been confirmed with the contractor waiting on date.</p>
Cottinghams Park	The tree work will go to PA&A to approve for work to then be confirmed with the contractor. The small tree which came down in the high winds has been cut back and moved to one side.
Allotments	AGENDA ITEM 14
Community Orchard	The trees are due to be planted 16 th March
Cemetery Car Park	Nothing to report
Persimmons Homes	No current Update
Public Toilets	Nothing to report
Litter & Dog Waste Bins	The dog waste bin outside La Belle Cuisine on Cromer Road will be re-sighted onto the opposite side of the road next to the grit bin, awaiting the pole to be installed by highways
Bus Shelters	The new bus shelter on Cromer Road opposite Tesco has had the Perspex panels damaged, to be taken to PA&A
Benches	Request from resident to replace seat at the junction of Gowing Road. Item to be taken to the next PA&A.
War Memorial	No Update

Highway Rangers	Nothing to report
Highway Verges	TO BE TAKEN TO PA&A for recommendation to full council
Staffing	AGENDA ITEM 18
Mobile Phones	No further update.
Street Lighting	No further update
Meeting Dates	No updates

Items for Parish Council to consider/note - Items are raised on the Full Agenda

Hellesdon Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 5 February 2020

Confirmed Bank & Investment Balances

Bank Statement Balances

05/02/2020	Active Saver 4401	367,937.91
05/02/2020	Business Current Account 2077	1,226.91
31/01/2020	Petty Cash	196.01
05/02/2020	Active Saver 7702	337,426.60
05/02/2020	Active Saver 4503	81,346.07

788,133.50

Other Cash & Bank Balances

80.00

788,213.50

Receipts not on Bank Statement

0.00

Closing Balance

788,213.50

All Cash & Bank Accounts

1	Current Bank Account	369,164.82
2	Petty Cash	196.01
3	Active Saver 7702	337,426.60
4	Active Saver Emergency 4503	81,346.07
	Other Cash & Bank Balances	80.00
	Total Cash & Bank Balances	<hr/> 788,213.50 <hr/>

Date	Payee Name	£ Total Amnt	Transaction Detail
02/01/2020	Entanet International	£54.30	broadband
02/01/2020	Broadland District Council	£145.00	business rates stores
02/01/2020	Broadland District Council	£994.00	business rates HCC
02/01/2020	Broadland District Council	£309.00	business rates tractor shed
02/01/2020	Screwfix	£14.45	glue & adhesive
02/01/2020	Viking	£98.86	postage/stationery/stapler
02/01/2020	Norfolk Parish Training & Support	£120.00	allotments training course
02/01/2020	T & A Tree Logic	£385.00	tree planting report
02/01/2020	Pips Skips	£528.00	skip hire grounds
02/01/2020	The Personnel People	£1,682.21	grds agency worker 14 - 28 Dec
02/01/2020	Vodafone	£144.00	mobile phones caretakers
06/01/2020	Collins Debden	£13.37	booking diary
07/01/2020	Clocking Systems	£30.00	ribbon for clocing in machine
08/01/2020	UK Fuel	£150.46	fuel Dec
08/01/2020	PHS Group	£43.01	4 packs blue roll HCC
08/01/2020	IRIS Business Software	£96.00	IRIS HR Dec & Jan
08/01/2020	Osiris Technologies	£182.34	IT support Jan
08/01/2020	Milne Marketing	£242.06	consumables/cleaning agents
08/01/2020	PPL/PRS	£1,573.30	Music licence y/e 31 Dec 2020
09/01/2020	Westcotec	£90.00	SAM program Nov 2019
09/01/2020	Barclays Bank	£61.74	commission 13 Nov - 12 Dec
09/01/2020	Kingspan Water & Energy Ltd	£311.41	rainwater harvester service
13/01/2020	Ben Burgess Groundscare	£28.50	light board Wessex trailer
13/01/2020	Able Group	£198.00	office blocked drain
13/01/2020	Mayday	£407.26	Oct - Dec copies/maint support
14/01/2020	Viking	£37.92	stationery
14/01/2020	Norwich Accordion Group	£300.00	Senior resident's party
14/01/2020	Earth Anchors	£2,470.56	new noticeboards
17/01/2020	AJ Syder Plumbing	£168.00	oven service & allotment taps
17/01/2020	E Fire	£182.94	defective HCC alarm
17/01/2020	G & G Fencing	£288.00	errect notice boards
17/01/2020	Broadland Tree Warden Network	£1,000.00	donation
17/01/2020	La Ronde Wright	£1,230.00	planning advice GNLP
20/01/2020	Payroll	£14,252.66	net salaries Jan 2020
21/01/2020	Entanet International	£15.00	phone rental/charges
22/01/2020	Norfolk Pension Fund	£3,422.25	January contributions
22/01/2020	HM Revenue & Customs	£4,425.33	PAYE Jan
23/01/2020	Government Agency	£189.69	January payment
23/01/2020	Kingspan Water & Energy Ltd	£149.47	r/water harvester part
24/01/2020	Total Gas & Power	£816.11	gas HCC Dec 2019
24/01/2020	Siemens Finance Service	£356.40	lease photo copier
24/01/2020	Norfolk Safety CIC	£810.00	Fire marshal training
24/01/2020	Just Regional	£787.20	Just Hellesdon
27/01/2020	BNP Paribas	£278.00	HP repay Wessex mower
27/01/2020	Broadland District Council	£614.00	business rates office
28/01/2020	Hitachi Capital Finance	£540.00	lease tractor/hedge cutter
30/01/2020	Vodafone	£142.20	mobile phones caretakers
31/01/2020	Total Gas & Power	£24.20	elec allotments Dec 2019
31/01/2020	Total Gas & Power	£1,842.31	elec Oct - Dec HCC

31/01/2020 Total Gas & Power	£912.36 elec Oct - Dec DJL
31/01/2020 Nisbets	£658.72 flasks, jug, crockery, spoons
31/01/2020 E Fire	£132.00 HCC alarm fault
31/01/2020 Custance & Son	£153.60 boiler service DJL
31/01/2020 Viking	£76.47 Stationery, keyboard, ice pack
31/01/2020 Dazzle	£75.00 window cleaning DJL/HCC
31/01/2020 Sweet Briar Office Solutions	£17.82 spare keys caretaker lockers
31/01/2020 Maypole Manufacturing	£7,764.00 bus shelters Cromer Rd/Lodore

Date	Standard rate hire	Community Groups	Casual hire	VAT refund	Interest	Allotments	Other
02/01/2020	£77.00						
03/01/2020	£72.00						
06/01/2020	£54.00						
07/01/2020	£59.00	£54.00					
08/01/2020		£81.00					
08/01/2020	£156.33	£577.00	£234.00			£4.80	£748.04 Insurance proceeds fence repair
09/01/2020					£11.15		
10/01/2020	£93.50						
13/01/2020	£180.00						
14/01/2020		£387.00					
16/01/2020	£292.50						
17/01/2020	£407.60	£48.00	£384.00	£5,411.83			
21/01/2020			£60.00				
24/01/2020	£93.50		£48.00				
28/01/2020	£132.00	£449.00				£3.25	
29/01/2020	£36.00						
31/01/2020	£617.50						
Total	£2,270.93	£1,596.00	£726.00	£5,411.83	£11.15	£8.05	£748.04

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Community Centre								
1400 Community Centre Income	(0)	352	68,000	67,648			0.5%	
1410 Community Centre Inc ML Room	2,736	27,567	0	(27,567)			0.0%	
1415 Community Centre Inc SW Room	941	9,332	0	(9,332)			0.0%	
1420 Community Centre Inc OH Room	509	5,762	0	(5,762)			0.0%	
1425 Community Centre Inc Spr Room	189	2,569	0	(2,569)			0.0%	
1435 Community Centre Inc SWB Room	847	8,391	0	(8,391)			0.0%	
1445 Community Centre Inc Kit Room	165	1,446	0	(1,446)			0.0%	
1460 Hire of flasks	8	140	0	(140)			0.0%	
1470 Hire of urn	108	819	0	(819)			0.0%	
Community Centre :- Income	5,502	56,376	68,000	11,624			82.9%	0
4150 Utilities	2,766	18,157	19,100	943		943	95.1%	
4195 Keys/Locks	15	15	25	10		10	59.4%	
4250 Sanitary Waste Disposal	0	2,045	2,050	5		5	99.7%	
4295 Equipment - New/Replacement	549	1,230	2,528	1,298		1,298	48.7%	
4300 Equipment-Repair/Maintenance	0	71	100	29		29	71.0%	
4416 Water dispenser	0	260	375	115		115	69.3%	
4435 Contingencies	0	8,203	8,250	47		47	99.4%	
4450 Inspections	0	0	100	100		100	0.0%	
4480 Memberships & Subscriptions	0	239	250	11		11	95.7%	
4560 Property Maintain/Replacement	322	5,335	7,750	2,415		2,415	68.8%	
4630 Consumables	109	794	2,166	1,372		1,372	36.7%	
4635 cleaning agents/materials	102	1,146	2,400	1,254		1,254	47.7%	
4645 Rolling maintenance programme	0	969	1,132	164		164	85.6%	
Community Centre :- Indirect Expenditure	3,863	38,463	46,226	7,763	0	7,763	83.2%	0
Net Income over Expenditure	1,639	17,913	21,774	3,861				
110 Administration								
1076 Precept	0	457,220	457,220	0			100.0%	
1099 Community Infrastructure	0	109,953	109,953	0			100.0%	
Administration :- Income	0	567,173	567,173	0			100.0%	0
4465 External Audit	0	1,300	1,455	155		155	89.3%	
4470 Internal Audit	0	1,129	2,370	1,241		1,241	47.6%	
4475 Legal Fees	0	8,163	5,025	(3,138)		(3,138)	162.4%	
4480 Memberships & Subscriptions	0	1,102	3,070	1,968		1,968	35.9%	
4550 Insurance	0	9,227	9,227	0		0	100.0%	
Administration :- Indirect Expenditure	0	20,921	21,147	226	0	226	98.9%	0
Net Income over Expenditure	0	546,251	546,026	(226)				

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Staff								
4000 Admin Staff	4,645	54,597	95,231	40,634		40,634	57.3%	
4010 Groundstaff	4,790	41,972	73,780	31,808		31,808	56.9%	
4020 Care Takers	4,818	47,711	84,726	37,014		37,014	56.3%	
4035 Child care vouchers	0	240	0	(240)		(240)	0.0%	
4040 PAYE	3,214	33,306	0	(33,306)		(33,306)	0.0%	
4045 Pension Scheme	3,422	35,319	36,455	1,136		1,136	96.9%	
4050 Staff Expenses	0	8	0	(8)		(8)	0.0%	
4055 Staff training	795	1,519	5,000	3,481		3,481	30.4%	
4070 Profess Fees/Agency Personnel	1,402	19,399	0	(19,399)		(19,399)	0.0%	
4080 Employer NI	1,401	13,342	18,318	4,976		4,976	72.8%	
4090 Protective clothing/workwear	0	370	3,000	2,630		2,630	12.3%	
4480 Memberships & Subscriptions	0	0	787	787		787	0.0%	
Staff :- Indirect Expenditure	24,487	247,784	317,297	69,513	0	69,513	78.1%	0
Net Expenditure	(24,487)	(247,784)	(317,297)	(69,513)				
130 Council Office								
1260 Hire Facilities Sundries	0	130	0	(130)			0.0%	
1360 Electricity FIT	23	293	550	257			53.3%	
Council Office :- Income	23	423	550	127			76.9%	0
4070 Profess Fees/Agency Personnel	1,025	1,025	1,000	(25)		(25)	102.5%	
4112 Advertising	0	180	180	0		0	100.0%	
4150 Utilities	1,817	8,655	10,500	1,845		1,845	82.4%	
4195 Keys/Locks	0	23	25	2		2	91.7%	
4250 Sanitary Waste Disposal	0	47	215	168		168	21.9%	
4295 Equipment - New/Replacement	22	81	251	170		170	32.3%	
4305 Parts- Repair/Replace/Spare	0	0	162	162		162	0.0%	
4400 Chairman's Budget	30	130	1,500	1,370		1,370	8.7%	
4405 Expense/Mileage Members	0	0	30	30		30	0.0%	
4410 Expense/Mileage Staff	0	0	175	175		175	0.0%	
4415 Catering for Meeting	29	419	462	43		43	90.8%	
4420 Telephone and Broadband	296	1,281	1,500	219		219	85.4%	
4425 IT Support and Maintenance	152	1,485	2,679	1,195		1,195	55.4%	
4430 Photocopier	486	2,845	3,326	481		481	85.5%	
4435 Contingencies	0	0	500	500		500	0.0%	
4440 Stationery	99	571	1,266	695		695	45.1%	
4445 Postage	64	328	887	559		559	37.0%	
4480 Memberships & Subscriptions	0	0	260	260		260	0.0%	
4485 Other Licences/Fees	80	3,874	3,450	(424)		(424)	112.3%	

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Detailed Income & Expenditure by Budget Heading 31/01/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 PWLB	0	17,890	17,920	30		30	99.8%	
4560 Property Maintain/Replacement	829	2,463	3,564	1,101		1,101	69.1%	
4565 Elections/Parish Poll	0	0	0	0		0	0.0%	(5,563)
4570 Church Grass Cutting Contribut	0	750	750	0		0	100.0%	
4595 Misc contributions	1,000	1,750	750	(1,000)		(1,000)	233.3%	1,250
4630 Consumables	3	42	121	79		79	34.5%	
4635 cleaning agents/materials	0	5	72	67		67	6.7%	
Council Office :- Indirect Expenditure	5,933	43,845	51,545	7,700	0	7,700	85.1%	(4,313)
Net Income over Expenditure	(5,910)	(43,422)	(50,995)	(7,573)				
6000 plus Transfer from EMR	1,000	(4,313)						
6001 less Transfer to EMR	0	0						
Movement to/(from) Gen Reserve	(4,910)	(47,735)						
150 Investment								
1080 Bank Interest Received	0	2,003	2,000	(3)			100.2%	
1090 Monthly Loyalty Rewards	11	113	140	27			81.0%	
Investment :- Income	11	2,117	2,140	23			98.9%	0
4060 Bank Charges	62	574	1,500	926		926	38.2%	
Investment :- Indirect Expenditure	62	574	1,500	926	0	926	38.2%	0
Net Income over Expenditure	(51)	1,543	640	(903)				
160 Planning								
4130 Hire of Rooms	0	0	350	350		350	0.0%	
Planning :- Indirect Expenditure	0	0	350	350	0	350	0.0%	0
Net Expenditure	0	0	(350)	(350)				
170 Health and Safety								
4135 Consultancy Fees	0	450	500	50		50	90.0%	
4140 Defibrillator	0	139	500	361		361	27.8%	
4295 Equipment - New/Replacement	0	87	250	163		163	34.7%	
4630 Consumables	18	18	75	57		57	24.3%	
Health and Safety :- Indirect Expenditure	18	694	1,325	631	0	631	52.4%	0
Net Expenditure	(18)	(694)	(1,325)	(631)				

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Detailed Income & Expenditure by Budget Heading 31/01/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Media and Communications								
4100 Parish Council Promotion	0	65	1,500	1,435		1,435	4.3%	
4105 Newsletter-Printing/Distributi	656	874	6,561	5,687		5,687	13.3%	
4110 Website and Emails	0	165	1,386	1,221		1,221	11.9%	
4155 IT Reserve	0	478	0	(478)		(478)	0.0%	(5,436)
4460 CCTV	0	60	1,567	1,507		1,507	3.8%	
4685 Noticeboards	2,299	2,299	2,588	289		289	88.8%	
Media and Communications :- Indirect Expenditure	2,955	3,941	13,602	9,661	0	9,661	29.0%	(5,436)
Net Expenditure	(2,955)	(3,941)	(13,602)	(9,661)				
6000 plus Transfer from EMR	0	(5,436)						
Movement to/(from) Gen Reserve	(2,955)	(9,377)						
190 Stores								
4150 Utilities	145	1,448	1,448	(0)		(0)	100.0%	
4195 Keys/Locks	0	0	10	10		10	0.0%	
Stores :- Indirect Expenditure	145	1,448	1,458	10	0	10	99.3%	0
Net Expenditure	(145)	(1,448)	(1,458)	(10)				
195 Tractor Shed								
4150 Utilities	309	3,093	3,093	(0)		(0)	100.0%	
4195 Keys/Locks	0	0	30	30		30	0.0%	
4560 Property Maintain/Replacement	0	629	1,912	1,283		1,283	32.9%	
Tractor Shed :- Indirect Expenditure	309	3,722	5,035	1,313	0	1,313	73.9%	0
Net Expenditure	(309)	(3,722)	(5,035)	(1,313)				
200 Residents' Parties								
4115 Consumable- Food/Beverage	0	652	1,619	967		967	40.3%	
4120 Over 65 Entertainment	300	300	1,050	750		750	28.6%	
4630 Consumables	0	0	250	250		250	0.0%	
Residents' Parties :- Indirect Expenditure	300	952	2,919	1,967	0	1,967	32.6%	0
Net Expenditure	(300)	(952)	(2,919)	(1,967)				
210 Grounds								
1200 Football Hire Charges	0	2,055	3,420	1,365			60.1%	
1210 Football Training Area Hire	0	200	228	28			87.9%	
1250 Miscellaneous Activity Hire	0	0	312	312			0.0%	

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Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1270 Floodlights Income	0	305	490	185			62.2%	
Grounds :- Income	0	2,560	4,450	1,890			57.5%	0
4160 Repairs/Maintenance	(748)	(2)	654	656		656	(0.3%)	
4195 Keys/Locks	0	37	82	45		45	45.6%	
4205 Replacement Bins	0	397	568	171		171	70.0%	
4210 Emptying Bins/Fresheners	0	3,239	3,500	261		261	92.6%	
4215 Seats - Repair/Replacement	12	4,664	0	(4,664)		(4,664)	0.0%	4,651
4220 Signage - New/Replacement	0	0	538	538		538	0.0%	
4225 Floodlights Maintenance/Repair	0	0	1,308	1,308		1,308	0.0%	
4230 Surface Protection - Repair	0	0	163	163		163	0.0%	
4255 Green Waste Removal	440	1,730	2,360	630		630	73.3%	
4260 Shrub/Tree/Hedge	0	9	218	209		209	4.1%	
4270 Fertilisers/Weed & Moss Killer	0	1,272	2,480	1,208		1,208	51.3%	
4275 Contractor Spray	0	523	523	(0)		(0)	100.1%	
4295 Equipment - New/Replacement	0	246	246	(0)		(0)	100.1%	
4300 Equipment-Repair/Maintenance	0	529	654	125		125	81.0%	
4305 Parts- Repair/Replace/Spare	0	0	55	55		55	0.0%	
4320 Small tools	0	159	159	(0)		(0)	100.1%	
4380 Various Equipment	0	21	82	61		61	25.7%	
4385 Pegs & Bolts Purchase	0	86	86	0		0	99.5%	
4390 Materials	0	1,023	2,360	1,337		1,337	43.3%	
4395 Wetting Agents/Preservatives	0	0	709	709		709	0.0%	
4435 Contingencies	0	149	545	396		396	27.4%	
4450 Inspections	0	241	273	33		33	88.1%	
4480 Memberships & Subscriptions	0	0	218	218		218	0.0%	
4560 Property Maintain/Replacement	0	2,680	3,900	1,220		1,220	68.7%	2,680
4585 Site Signage	0	0	(113)	(113)		(113)	0.0%	
4630 Consumables	52	515	1,336	821		821	38.6%	
4635 cleaning agents/materials	0	100	100	0		0	99.9%	
Grounds :- Indirect Expenditure	(244)	17,619	23,004	5,385	0	5,385	76.6%	7,331
Net Income over Expenditure	244	(15,059)	(18,554)	(3,495)				
6000 plus Transfer from EMR	0	7,331						
Movement to/(from) Gen Reserve	244	(7,728)						
<u>220 Machinery and Vehicles</u>								
4160 Repairs/Maintenance	0	169	3,511	3,342		3,342	4.8%	
4265 Fuel	125	1,022	1,622	600		600	63.0%	
4290 Servicing	0	2,920	963	(1,957)		(1,957)	303.2%	
4295 Equipment - New/Replacement	0	90	327	237		237	27.5%	

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Detailed Income & Expenditure by Budget Heading 31/01/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Parts- Repair/Replace/Spare	24	315	1,708	1,393		1,393	18.5%	
4310 Hire of Machinery	675	6,748	8,097	1,349		1,349	83.3%	
4435 Contingencies	0	0	3,270	3,270		3,270	0.0%	
4630 Consumables	4	6	77	71		71	7.7%	
4680 Depreciation	0	0	4,950	4,950		4,950	0.0%	
Machinery and Vehicles :- Indirect Expenditure	828	11,271	24,525	13,254	0	13,254	46.0%	0
Net Expenditure	(828)	(11,271)	(24,525)	(13,254)				
<u>230 Trees</u>								
4240 Emergency Work	0	0	1,000	1,000		1,000	0.0%	
4450 Inspections	385	385	1,000	615		615	38.5%	385
4455 Work following Inspections	0	1,875	9,526	7,651		7,651	19.7%	
Trees :- Indirect Expenditure	385	2,260	11,526	9,266	0	9,266	19.6%	385
Net Expenditure	(385)	(2,260)	(11,526)	(9,266)				
6000 plus Transfer from EMR	385	385						
Movement to/(from) Gen Reserve	0	(1,875)						
<u>240 Allotments</u>								
1100 Allotment Income	0	2,416	2,999	583			80.6%	
1110 Water Charge	0	1,158	606	(552)			191.1%	
Allotments :- Income	0	3,574	3,605	31			99.2%	0
4145 Landowner Rent	0	1,891	1,619	(272)		(272)	116.8%	
4150 Utilities	23	4,968	2,029	(2,939)		(2,939)	244.9%	
4160 Repairs/Maintenance	0	0	366	366		366	0.0%	
4175 Best Kept Allotm. Competition	0	74	189	115		115	39.0%	
4195 Keys/Locks	0	27	0	(27)		(27)	0.0%	
4390 Materials	0	278	109	(169)		(169)	254.6%	
4435 Contingencies	0	0	2,500	2,500		2,500	0.0%	
4450 Inspections	0	0	300	300		300	0.0%	
4560 Property Maintain/Replacement	80	148	382	234		234	38.8%	
Allotments :- Indirect Expenditure	103	7,385	7,494	109	0	109	98.5%	0
Net Income over Expenditure	(103)	(3,811)	(3,889)	(78)				
<u>250 Play Areas</u>								
4300 Equipment-Repair/Maintenance	0	16	600	584		584	2.7%	
4330 Repair Wooden Shuttering	0	0	87	87		87	0.0%	
4390 Materials	0	57	223	166		166	25.5%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4435 Contingencies	0	0	4,360	4,360		4,360	0.0%	
4450 Inspections	0	0	310	310		310	0.0%	
Play Areas :- Indirect Expenditure	0	73	5,580	5,507	0	5,507	1.3%	0
Net Expenditure	0	(73)	(5,580)	(5,507)				
255 Hard Courts and Car Park								
1220 Tennis Hire Charges	0	269	164	(105)			163.8%	
1230 Netball Hire Charges	0	7	1,188	1,181			0.6%	
Hard Courts and Car Park :- Income	0	275	1,352	1,077			20.4%	0
4295 Equipment - New/Replacement	0	0	5,995	5,995		5,995	0.0%	
4340 Surface - Repair	0	350	500	150		150	70.0%	
4345 Surface Clean Chemicals	0	406	300	(106)		(106)	135.5%	
4580 Car Park/ Pathways	0	0	1,227	1,227		1,227	0.0%	
Hard Courts and Car Park :- Indirect Expenditure	0	756	8,022	7,266	0	7,266	9.4%	0
Net Income over Expenditure	0	(481)	(6,670)	(6,189)				
260 Bowling Green								
1240 Bowls Hire Charges	0	3,000	3,000	0			100.0%	
Bowling Green :- Income	0	3,000	3,000	0			100.0%	0
4330 Repair Wooden Shuttering	0	0	360	360		360	0.0%	
4350 Pathway - Repair	0	0	109	109		109	0.0%	
4390 Materials	0	1,727	1,635	(92)		(92)	105.6%	
Bowling Green :- Indirect Expenditure	0	1,727	2,104	378	0	378	82.1%	0
Net Income over Expenditure	0	1,274	896	(378)				
265 Memorials								
4355 Resident Rose/Plaque- Purchase	0	(9)	0	9		9	0.0%	
4360 Rose Renewal	0	0	27	27		27	0.0%	
4370 Bedding Plants	0	93	109	16		16	85.5%	
4575 War Memorial	0	0	0	0		0	0.0%	(2,180)
Memorials :- Indirect Expenditure	0	84	136	52	0	52	61.9%	(2,180)
Net Expenditure	0	(84)	(136)	(52)				
6000 plus Transfer from EMR	0	(2,180)						
Movement to/(from) Gen Reserve	0	(2,264)						

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>270 Traffic Highways/Environment</u>								
1350 Bus Shelter Income	0	0	10,000	10,000			0.0%	
Traffic Highways/Environment :- Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			<u>0.0%</u>	<u>0</u>
4590 Village Signs	0	0	218	218		218	0.0%	
4645 Rolling maintenance programme	0	0	900	900		900	0.0%	
4650 SAM2 Weekly Move	75	675	900	225		225	75.0%	
4655 Bus Shelters	0	800	800	0		0	100.0%	
4670 Parish Partnership Scheme	6,470	6,470	24,747	18,277		18,277	26.1%	
Traffic Highways/Environment :- Indirect Expenditure	<u>6,545</u>	<u>7,945</u>	<u>27,565</u>	<u>19,620</u>	<u>0</u>	<u>19,620</u>	<u>28.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,545)</u>	<u>(7,945)</u>	<u>(17,565)</u>	<u>(9,620)</u>				
Grand Totals:- Income	5,537	635,498	660,270	24,772			96.2%	
Expenditure	45,689	411,464	572,360	160,896	0	160,896	71.9%	
Net Income over Expenditure	<u>(40,152)</u>	<u>224,034</u>	<u>87,910</u>	<u>(136,124)</u>				
plus Transfer from EMR	1,385	(4,213)						
less Transfer to EMR	0	0						
Movement to/(from) Gen Reserve	<u>(38,767)</u>	<u>219,821</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Play Equipment	25,000.00		25,000.00
321 EMR Site Fencing	257.40		257.40
322 EMR Machinery	16,400.00		16,400.00
323 EMR Hard Surface Area	14,000.00		14,000.00
324 EMR Premises/Furnishing	1,900.00		1,900.00
325 EMR CCTV	4,573.00		4,573.00
326 EMR Elections	382.22		382.22
327 EMR War Memorial	2,200.00	2,180.00	4,380.00
328 EMR Burial Ground Land	17,000.00		17,000.00
329 EMR Com Centre Contingency	19,086.04	-3,346.36	15,739.68
330 EMR Parish Poll Provision	6,000.00	5,563.00	11,563.00
331 EMR Mountfield Park	50,042.09	-3,985.10	46,056.99
332 EMR Good Causes in Hellesdon	14,120.00	-1,250.00	12,870.00
333 EMR Interest on Prev 9m Depos	0.00		0.00
334 EMR HEL2**	55,315.14		55,315.14
335 EMR Car Park/Paths at HCC	0.00		0.00
336 EMR Car Park Soakaway	0.00		0.00
337 EMR Driveway Sinkage	500.00		500.00
338 EMR Grit bins	1,500.00		1,500.00
339 EMR Outreach provision	0.00		0.00
340 EMR PF Ownership signs	2,500.00		2,500.00
341 EMR Precept Shortfall	13,190.00		13,190.00
342 EMR Staff contingency payments	10,000.00		10,000.00
343 EMR Privet Hedge Driveway	500.00		500.00
344 EMR Equipment & Storafe	0.00		0.00
345 EMR Bus shelter	-3,354.00		-3,354.00
346 Green Grid	10,000.00	-385.00	9,615.00
347 Land Acquisition account	69,752.17		69,752.17
348 Community Engagement Reserve	2,350.00		2,350.00
349 IT Reserve	0.00	5,436.00	5,436.00
	333,214.06	4,212.54	337,426.60

Request for funding for refurbishing HALL FLOOR

Your organisation's contact details

Name of organisation HELLESDON PARISH HALL

Contact name Revd. ENID JONES-BLACKETT

Position in organisation Hon Sec. for the Trustees and a Trustee.

Address for correspondence 8 FASTOLF CLOSE, HELLESDON, NR65RE

Telephone number(s) day 01603 424769 07484122269

Email address enidjonesblackett@btinternet.com

Details of organisation

Brief description of your organisation's aims

To promote community spirit by providing an attractive, friendly, welcoming venue for hire and by encouraging friendly co-operation by running coffee mornings, barbecues and other social events ourselves.
How long has it been in existence? Is it run by a committee?

96 years. It is run by 11 trustees who meet regularly in committee, 6-10 meetings a year. Meetings are arranged when needed.

If yes, how many committee members? 11

Can anyone join? Committee members are elected annually at the AGM which is in or about April each year.

If not, what are the restrictions? Anyone can apply for election provided they are not ineligible for trusteeship.

How often do you meet? 6-10 times per year.

Where are meetings held? In the Parish Hall.

Are they public meetings? No, but any of the public are welcome to attend if they have a reason.

How many members do you have? About 30 (aside from the committee)

What percentages of members live in the Helleston Parish Council area?

9 of the 11 Ctee members live in Helleston, 2 in Costessey. Of the other "members" 90% live in Helleston. The Hall is available for hire at £8 per hour for Helleston residents, £8.50 per hour for non-residents. Most hirings are to Helleston residents.

Organisation's purpose

Please give a summary of the activities of your organisation during the last year. (If you are a new organisation, give an idea of the activities you wish to undertake).

Hirings to Groups/Societies for club mtgs, family parties.
Trustees organised Mangle Club, Coffee morning each Wed,
also fund-raising "Mugs Mornings", also opened inviting
public to Norfolk Day in July and Heritage Open Day in Sept.
Describe how the local community will benefit from your organisation.

Promoting friendship, combating loneliness, showing
care especially to the vulnerable - we are registered
with the Alzheimers' Society as a Dementia Friendly Hall
and have Dementia sufferers at our Mangle Club.

Are there any individual groups or societies that are members of your organisation, if so please mention.

The Hirers (not official "members") include a
Table Tennis club, 2 Yoga groups, Norfolk Riding Club,
Orchid Society of East Anglia, Norfolk and Norwich
Canine Society etc.
These groups include members largely from Hellesdon.
(over 20)

About the project

Please give brief details of your proposed project; what you wish to use any grant awarded for; and what amount you are requesting from the Council.

We have 2 projects proposed
① Re-furbishment of the Hall floor
② Painting outside of building

HALL
FLOOR

On this form we are requesting funding for the Hall floor.
Anything you were able to grant would be gratefully
received.

What is the total project cost?

Please see enclosed Quotations.

Have you received or applied for funding from any other source for this project? Please give details.

We continue with coffee mornings + fundraisers ourselves.
we applied to the Masonic Charitable Foundation Sept 2019
but were refused for this year. They have said we
can re-apply next year. Amount applied for was £1500
spread over 3 years.

We applied to the Adef Foundation in October 2019 but
have heard nothing yet.
we have made enquiries of local grant-givers such as
Norfolk Community Foundation, Broadland D.C., but
they have asked us to apply to the Parish Council first.
we are therefore anxious to hear your decision asap.

Financial details

Have you, or do you receive funding from other sources and if so who?

NO

Please supply accounts, budget and constitution or terms of reference, as per guidance notes.

See enclosed details.

If you have previously received a grant from the Hellesdon Parish Council, please give details.

In the early 90s when the Hall was extensively refurbished. No details known by current trustees/committee members.

Please complete the following declaration

I declare that the information given is correct and agree to adhere to the conditions laid out in the Hellesdon Parish Council's Community Grants Policy.

On behalf of HELLEDON PARISH HALL

I accept the conditions in the Hellesdon Parish Council's Grants Policy

Signed Emiel O. Jones-Blackett Date 21/2/2020

Position in organisation Hon Sec / Trustee.

If the person signing this form is under 18, an adult organisation member must countersign it

Signed Emiel O. Jones-Blackett Date 21/2/2020

For office use only

Date received 21-02-2020

Reference number _____

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

Request for funding for PAINTING OUTSIDE

Your organisation's contact details

Name of organisation HELLESDON PARISH HALL
Contact name Revd. ENID JONES-BLACKETT
Position in organisation Hon Sec. for the Trustees and a Trustee.
Address for correspondence 8 FASTOLF CLOSE, HELLESDON, NR65RE
Telephone number(s) day 01603 424769 07484122269
Email address enidjonesblackett@btinternet.com

Details of organisation

Brief description of your organisation's aims

To promote community spirit by providing an attractive, friendly, welcoming venue for hire and by encouraging friendly co-operation by running coffee mornings, barbecues and other social events ourselves.
How long has it been in existence? Is it run by a committee?

96 years. It is run by 11 trustees who meet regularly in committee, 6-10 meetings a year. Meetings are arranged when needed.

If yes, how many committee members? 11

Can anyone join? Committee members (trustees) are elected annually at the AGM which is in or about April each year.

If not, what are the restrictions? Anyone can apply for election provided they are not ineligible for trusteeship.

How often do you meet? 6-10 times per year.

Where are meetings held? In the Parish Hall.

Are they public meetings? No, but any of the public are welcome to attend if they have a reason.

How many members do you have? About 30 (aside from the committee)

What percentages of members live in the Hellesdon Parish Council area?

9 of the 11 Ctee members live in Hellesdon, 2 in Costessey. Of the other "members" 90% live in Hellesdon. The Hall is available for hire at £8 per hour for Hellesdon residents, £8.50 per hour for non-residents. Most hirings are to Hellesdon residents.

Organisation's purpose

Please give a summary of the activities of your organisation during the last year. (If you are a new organisation, give an idea of the activities you wish to undertake).

Hirings to Groups/Societies for club mtgs, family parties, etc. Trustees organised Maudle Club, Coffee morning each Wed, also fund-raising "Mugs Mornings", also opened inviting public to Norfolk Day in July and Heritage Open Day in Sept.

Describe how the local community will benefit from your organisation.

Promoting friendship, combating loneliness, showing care especially to the vulnerable - we are registered with the Alzheimers' Society as a Dementia Friendly Hall and have Dementia Sufferers at our Maudle Club.

Are there any individual groups or societies that are members of your organisation, if so please mention.

The Hirers (not official "members") include a Table Tennis club, 2 yoga groups, Norfolk Riding Club, Orchid Society of East Anglia, Norfolk and Norwich Canine Society etc.

These groups include members largely from Hellesdon: (over 50%)

About the project

Please give brief details of your proposed project; what you wish to use any grant awarded for; and what amount you are requesting from the Council.

We have 2 projects proposed

- ① Re-furbishment of the Hall floor
- ② Painting outside of building

PAINTING
OUTSIDE

On this form we are requesting funding for ~~the Hall floor~~ PAINTING OUTSIDE. Anything you were able to grant would be gratefully received.

What is the total project cost?

Please see enclosed Quotations:

Have you received or applied for funding from any other source for this project? Please give details.

We continue with coffee mornings + fundraisers ourselves. We applied to the Masonic Charitable Foundation Sept 2019 but were refused for this year. They have said we can re-apply next year. Amount applied for was £1500 spread over 3 years.

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Financial details

Have you, or do you receive funding from other sources and if so who?

NO

Please supply accounts, budget and constitution or terms of reference, as per guidance notes.

See enclosed details.

If you have previously received a grant from the Hellesdon Parish Council, please give details.

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On behalf of HELLEDON PARISH HALL

I accept the conditions in the Hellesdon Parish Council's Grants Policy

Signed Emiel O. Jones-Blackett Date _____

Position in organisation Hon Sec / Trustee.

If the person signing this form is under 18, an adult organisation member must countersign it

Signed ~~Emiel O. Jones-Blackett~~ Date 21/2/2020

For office use only

Date received 22/2/2020.

Reference number _____

Please note completion of this form does not necessarily mean that a grant application will be successful in part or whole

HP HC HELLEDON 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

Minutes of the meeting of the Planning Committee held on
Tuesday 04th February 2020 at 6.15pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT:

Cllr Britton
Cllr Fulcher
Cllr Bush-Trivett
Cllr King
Mrs. N Carver – Clerk
County Cllr Gurney
District Cllr Prutton

The chair welcomed full and substitute committee members.

1. **Apologies and acceptance for absence**

Apologies were received from Cllr Attenborough

2. **Declarations of Interest and Dispensations**

No additional items noted.

3. **Approval of minutes of the committee meeting held on 17th December 2019**

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES OF MEETING HELD ON 17th DECEMBER 2019 AND 21st JANUARY 2020

4. **Public Participation**

District Cllr Prutton and County Cllr Gurney both spoke with regards to planning application 20200117. District Cllr Prutton asked that Policy 5 of the Neighborhood Plan would be considered when making a decision.

5. **General Matters**

5.1 **Applications Determined and awaiting Decision**

Information provided with the Agenda was noted.

5.2 Applications for Consideration

20200117

Change of Use from Commercial to 3 No. residential Units including increased roof height above existing garage and removal of flat roof rear extension

59 Holt Road, Hellesdon, NR6 6XS

RESOLVED TO SUPPORT, WITH THE RECOMMENDATION OF THE BROADLAND PLANNING OFFICER CONSIDER POLICY 5 OF HELLESDON PARISH COUNCIL NEIGHBORHOOD PLAN

20200142

Two Storey and Single Storey Side Extension

87 Reepham Road, Hellesdon, NR6 5LQ

RESOLVED TO SUPPORT

20200151

Erection of conservatory to rear

44 Silk Mill Road, Hellesdon NR6 6SJ

RESOLVED TO SUPPORT

6. Exchange of Information

Broadland District Council asked for the Parish to review the way in which they consult planning applications to the Council. The clerk to respond to Broadland District Council to advise we would like to receive all plans as hard copies.

7. Date, time and venue of next meeting

This was confirmed as **Tuesday 18th February 2020 at 6.30pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 6:52p.m.

HPC HELLEDON 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

Minutes of the meeting of the Planning Committee held on
Tuesday 04th February 2020 at 6.15pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

PRESENT:

Cllr Britton
Cllr Fulcher
Cllr Bush-Trivett
Cllr Attenborough
Mrs. N Carver – Clerk
District Cllr Prutton

The chair welcomed full and substitute committee members.

1. **Apologies and acceptance for absence**

No apologies received all members present.

2. **Declarations of Interest and Dispensations**

No additional items noted.

3. **Approval of minutes of the committee meeting held on 4th February 2020**

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES OF MEETING HELD ON 4th FEBRUARY 2020

4. **Public Participation**

District Cllr Prutton spoke with regards to planning application 20200163. District Cllr Prutton has concerns that the proposed conversion would lead to multiple occupancy for the property, and asked that this was considered by the Parish Council when making a decision.

5. **General Matters**

5.1 **Applications Determined and awaiting Decision**

Information provided with the Agenda was noted.

5.2 **Applications for Consideration**

20200163

Proposed conversion of roof space to provide 2 new bedrooms with en-suites to existing residential flat, including new dormers.

24 Cromer Road, Hellesdon, NR6 6ND
Mr G Laws (GML Property Holdings Ltd)

RESOLVED TO OBJECT.

THE PARISH COUNCIL WOULD LIKE TO OBJECT TO THE PROPOSED CONVERSION ON THE FOLLOWING GROUNDS. THE PLANS INDICATE DOUBLE ROOMS SUITABLE FOR ADULTS; ALL ROOMS HAVE AN EN-SUITE, LEADING TO THE ASSUMPTION OF MULTIPLE OCCUPANCY WHERE NO ADDITIONAL PARKING HAS BEEN ALLOCATED.

IF FLAT IS USED BY WORKERS OF THE CALL CENTRE ONSITE, THIS WILL BE IN BREACH OF CONDITIONS OF EARLIER PLANNING APPLICATIONS

20200214

Two storey side extension and single-storey rear extension
85 Middletons Lane, Hellesdon, NR6 5SR
Emma Leafe

RESOLVED TO SUPPORT, WITH THE RECOMMENDATION THAT THE NEIGHBOR IS CONSULTED AND HAS NO OBJECTIONS

20200212

Change of Use from B1 Industrial Unit to use as a Swimming Pool for Dogs (D2)
5 Alston Road, Hellesdon, NR6 5DS
Doggy Paddle Norwich C/O Brown & Co

RESOLVED TO SUPPORT

CTIL 302319 VF 18745

Proposed Base Station installation upgrade at cell site Hellesdon Central 1
Reepham Road, Hellesdon, NR6 5SW
Cornerstone & Vodafone Ltd

**RESOLVED TO GO BACK WITH THE FOLLOWING COMMENTS:
ADVERSE IMPACT ON NEIGHBORING PROPERTIES AND THE STREET SCREEN
THE COMMITTEE WOULD LIKE OTHER AREAS TO BE CONSIDERED**

6. Exchange of Information

Cllr Britton informed the committee that there was a site inspection from Persimmon Homes on Low Road, in relation to surface water runoff from the new housing site. Cllr Britton will look into this as concerns over flooding.

7. Date, time and venue of next meeting

This was confirmed as **Tuesday 3rd March 2020 at 6.15pm** in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 7p.m.

HP HC HELLEDON 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
Parish Clerk: Natasha Carver

Minutes of the meeting of the Property, Policy & Resources Committee held on
Monday 17th February 2020 at 6pm in
The Council Chamber, Diamond Jubilee Lodge, Hellesdon

Present: Cllr S Gurney – Chair of the Committee
Cllr D King
Cllr B Johnson
Cllr M Fulcher
Cllr D Britcher
N Carver – Clerk
Mike Marshall – DJ Designs Ltd

The Chairman welcomed members and opened the meeting at 6pm.

01 Apologies and Acceptance for Absence

No Apologies received.

02 Declarations of Interest and Requests for Dispensations

No additional items noted.

03 Approval of minutes of the committee meeting held on 20th January 2019

Minutes had been circulated:

It was

RESOLVED TO ADOPT THE MINUTES WHICH WERE THEN SIGNED BY THE CHAIRMAN OF THE MEETING

04. Community Centre

Mike Marshall from DJ Designs gave a presentation on the progress for the community centre (Design Meeting 1).

A discussion was had on many aspects of the design. It was

RESOLVED TO CONTINUE TO LOOK AT REPLACEMENT OF THE ROOF WITH A STEEL STRUCTURE.

TO LOOK AT THE COSTINGS FOR AN EXTENSION TO THE COMMUNITY CENTRE OF 200Sq Meters, FOR THIS TO HAVE A SEPARATE KITCHEN AND BAR FACILITY WITH BI FOLD DOORS TO THE SW ROOM.

TO LOOK AT REPLACEMENT WINDOWS FOR THE ML ROOM.

TO LOOK AT REPLACEMENT MAIN DOORS TO THE COMMUNITY CENTRE.

FOR THE BUILDING TO INCORPORATE SUSTAINABLY ENERGY, INCLUDING SOLAR PANELS.

1

Approved.....

Date.....

It was proposed for M Marshall to seek 3 quotes to assess the existing structure and design of the community centre.

RESOLVED TO APPROVE

It was proposed for M Marshall to contact A Holmes to review the current electrical supply for the community centre.

RESOLVED TO APPROVE

Cllr Britcher asked for a copy of the asbestos report for the community centre, Cllr Gurney had seen this previously. The clerk will locate the report and have a copy sent over to all members and DJ Design.

Cllr Britcher asked for the clerk to look at staff training on asbestos and how to handle it.

- 05. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting.**
- 06. **Exchange of Information**
None
- 08. **To confirm the date, time and venue of the next meeting**
The clerk will confirm the next meeting date

The meeting closed at 07:50pm

DRAFT

Approved.....

Date.....

**Ploszajski Lynch
Consulting Ltd.**



Hellesdon Parish Council

***Sport and Open Space Needs
Assessment for Hellesdon***

February 2020

Introduction

- 1) Ploszajski Lynch Consulting Ltd. was commissioned by Hellesdon Parish Council to undertake a needs assessment for a sports and open space provision in the parish, to support the proposed allocation of a former sports and social club as a leisure site.

The local context

- 2) **Population growth:** The parish has a current population of 11,213. This is projected to increase by more than 3,000 people by 2038. This will provide additional demand for all types of sports facilities and green space.
- 3) **Age profile:** Hellesdon has a relatively elderly age structure, which is typically associated with lower rates of participation in sport and physical activity.
- 4) **Local deprivation:** Hellesdon is a relatively affluent area, which is typically associated with higher rates of participation in sport and physical activity.
- 5) **Participation rates:** Whilst rates of participation in sport and physical activity in Broadland district as a whole are well above the county and national averages, rates in Hellesdon are below the comparator figures, which suggests that a lack of available facilities supply is likely to be a causal factor.
- 6) **Facilities implications:** Providing and retaining physically and financially accessible sports facilities and green spaces will be key to improving local opportunities.

The strategic context

- 7) **Hellesdon Neighbourhood Plan:** The Neighbourhood Plan contains a specific commitment to ‘securing the use of Jarrolds Sport Ground/Heath Crescent for the local community’. This was endorsed by the local community through the Neighbourhood Plan consultative process.
- 8) **Broadland Business Plan:** The district council’s business plan includes an ambition for ‘improving health and wellbeing and quality of life’. Ensuring that there is adequate sports facilities and green space provision to achieve this is a fundamental requirement.
- 9) **Greater Norwich Core Strategy:** The current local plan includes specific policy commitments to ‘encourage the development of healthy and active lifestyles’ and states that ‘existing cultural assets and leisure facilities will be maintained and enhanced’.
- 10) **Greater Norwich Local Plan:** The draft Local Plan makes provision for an additional 1,330 dwelling in Hellesdon by 2038. Sites have already been identified to deliver this requirement (Royal Norwich Golf Club and Hellesdon Hospital) and the additional population arising from the developments will create extra demand for sport and green space provision.
- 11) **Greater Norwich Playing Pitch Strategy:** The Strategy concludes the following:
 - a) **Football:** The Strategy concludes that ‘despite the overall spare capacity in the area at present, 20-30 additional football pitches are likely to be required up to 2026’. The specific action noted for the Jarrolds sports ground is to ‘retain and maintain for football and American football’.

- b) **Bowls:** The assessment of need was based upon the green at the Jarrolds Sports Ground being operational and the recommendation is to ‘protect all existing functioning bowling greens’.
 - c) **Tennis:** The assessment of need was based upon the courts at the Jarrolds Sports Ground being operational and the recommendation to ‘retain the current level and distribution of tennis courts to meet current and future demand within the area.’
- 12) **Greater Norwich Green Infrastructure and Recreational Open Space Study:** The Study identifies per capita levels of green space provision that can be applied to the population of new housing developments to determine needs.
- 13) **Government planning policies:** National planning policies provide a high level of protection to existing sports facilities, directing local planning authorities to ‘guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community’s ability to meet its day-to-day needs’.
- 14) **Sport England planning policies:** Sport England’s planning policies strongly support the case for the retention of playing fields unless it can be shown that developing them for alternative uses would not be detrimental.

Football needs

- 15) **Current needs:** These can be summarised as follows:
- a) **Expressed demand:** Hellesdon FC has 12 teams at present and runs additional sessions for 4-6 year olds and girls.
 - b) **Displaced demand:** The lack of pitches in Hellesdon means that Hellesdon FC has to play some of its ‘home’ matches at facilities in neighbouring parishes.
 - c) **Unmet/latent demand:** Team Generation Rates in Hellesdon are well below the district average for Broadland district, which reflects the shortage of available pitches to accommodate more teams. Based upon the average Team Generation Rate for Broadland, Hellesdon should have 28 football teams rather than the current 14.
 - d) **Secured access:** Three of the four community accessible pitch sites in Hellesdon are on education sites with no secured access, so usage could be rescinded at any time.
- 16) **Future needs:** These can be summarised as follows:
- a) **Population growth:** The parish population is projected to increase by 3,000 people by 2036, a 26.8% increase over the 2018 population estimate.
 - b) **Changes in demand:** Projecting future need based on current latent demand patterns, is a reasonable basis for forecasting.
 - c) **Changes in supply:** Two adult grass pitches are proposed at the Royal Norfolk Golf Club housing development.

- d) **Existing spare capacity:** There is no spare capacity at present and clear evidence of shortfalls.
- e) **Future needs:** Based on projected population growth and a latent demand calculation, additional future needs have been assessed as follows by Sport England's Playing Pitch Calculator:

- Adult grass pitches: 0.82 pitches.
- Youth grass pitches: 1.64 pitches.
- Mini-soccer grass pitches: 1.36 pitches.
- '3G' football turf pitches: 0.20 pitches.

17) **Jarrolds Sports Club:** The disused site at Jarrolds Sports Club could meet some of the unmet needs, either to provide a base for Hellesdon FC's adult football teams or as a single site for its youth/mini teams.

Bowls needs

18) **Current needs:** These can be summarised as follows:

- a) **Used capacity:** Hellesdon Bowls Club has indicated that there is spare capacity to attract additional members.
- b) **Unmet demand:** There is some evidence of unmet demand due to the poor quality of the green and ancillary facilities at the existing site.
- c) **Accessibility:** The Community Centre is relatively central to the parish and the site is therefore accessible to all residents of Hellesdon.

19) **Future needs:** These can be summarised as follows:

- a) **Population growth:** The parish population is projected to increase by 3,000 people by 2036, a 26.8% increase over the 2018 population estimate.
- b) **Changes in demand:** Projecting future need based on current demand patterns, is a reasonable basis for forecasting.
- c) **Spare capacity:** Hellesdon Bowls Club has indicated that it has capacity to accommodate additional members, but that the poor quality of its existing facilities is deterring prospective members at present

20) **Jarrolds Sports Club:** The disused site at Jarrolds Sports Club could meet some of the unmet needs, in particular to provide better quality facilities for Hellesdon Bowls Club.

Tennis needs

21) **Current needs:** These can be summarised as follows:

- a) **Used capacity:** The courts at Hellesdon Recreation Ground are not heavily used for tennis and there is significant spare capacity. The Parish Council commented that the courts 'are mainly used during Wimbledon week, however they double up as Netball Courts which are used by Norwich and District Netball league for their summer fixtures'.
- b) **Unmet demand:** There is no evidence of unmet demand.
- c) **Changes in supply:** There are no known planned changes to tennis court supply.

22) **Future needs:** These can be summarised as follows:

- a) **Demand increases:** The parish population is projected to increase by 3,000 people by 2036, a 26.8% increase over the 2018 population estimate.
- b) **Participation trends:** National tennis participation has declined significantly over the past decade, with the number of regular (at least once a week) players falling by more than 59,000, from 457,200 in 2005 to 398,100 in 2016.
- c) **Spare capacity:** The Hellesdon Recreation Ground courts have the capacity to accommodate any additional tennis demand arising from the increased population and offset by the likely decreases in participation rates.

23) **Jarrolds Sports Club:** The disused site at Jarrolds Sports Club could meet some of the unmet needs, in particular to provide on-site parking for Hellesdon FC's adult football teams and Hellesdon Bowls Club.

Green space needs

24) **Current needs:** These can be summarised as follows:

- a) Applying the standards contained in the Greater Norwich Development Partnership's 'The Greater Norwich Green Infrastructure and Recreational Open Space Topic Paper' (2011), Hellesdon should have 37.23ha of publicly accessible green space of all types, whereas it actually has 17.15ha which is less than 50%. The Jarrolds site extends to 2.07ha which would address at least some of the identified deficiency.
- b) Nominal surpluses in amenity greenspace and allotments are more than offset by deficiencies in the other forms of provision.
- c) The quality of several amenity greenspace sites is below 'average', which reflects the fact that three of the six sites are very small and can necessarily only serve a very limited range of green space functions.
- d) There are a number of accessibility deficiencies, even taking account of provision in neighbouring parishes.

25) **Future needs:** These can be summarised as follows:

- a) The parish population is projected to increase by 3,000 people by 2036, a 26.8% increase over the 2018 population estimate.
- b) The additional green space requirements arising from the increased population amount to 9.98ha. Some of the additional provision will be made as part of the major developments at the Royal Norwich Golf Course and Hellesdon Hospital sites:

<i>Typology</i>	<i>Standard (Ha./1,000 people)</i>	<i>Additional needs</i>
Parks and gardens	1.13ha	3.39ha
Natural/semi-natural greenspace	-	-
Informal/amenity greenspace	0.22ha	0.66ha
Allotments/community gardens	0.16ha	0.48ha
Provision for children and young people	0.84ha	2.52ha
Outdoor sports facilities/recreation grounds	0.97ha	2.91ha
TOTAL	3.32ha	9.96ha

- c) Hellesdon is so heavily built-up already that there are very limited opportunities for adding new green space in areas where it is currently deficient. The 2.07ha at Jarrolds Sports Ground can therefore make a vital contribution.

26) **Jarrolds Sports Club:** If the site is developed either to provide a base for Hellesdon FC's adult football teams or as a single site for its youth/mini teams, it would still be possible to create a separate perimeter area that could accommodate an outdoor gym and children's play in an area of the parish with very little alternative green space.

Recommendations

- 27) The recommendations emerging from the sports facilities and green space needs assessment for Hellesdon are as follows:
 - a) Subject to acceptance of the findings of needs assessment, the Parish Council should consult the key stakeholders (in particular Hellesdon FC and Hellesdon Bowls Club) on the key issues and agree in principle the potential role of the Jarrolds Sports Ground in meeting their needs.
 - b) Assuming that stakeholder support is forthcoming, the Parish Council should make submissions to Broadland District Council for the site to be designated as recreational land in the emerging Greater Norwich Local Plan.
 - c) Subject to achieving the designation in the Local Plan, the Parish Council should commence negotiations with Jarrolds regarding the purchase or long-term lease of the site.

Subject: Staffing – Training Request

Author: Natasha Carver

Date: 25th February 2020

The following training courses are available to both staff and councilors

Training Provider NorfolkALC

Responsible Financial Officer

Tuesday 10th March (One day intensive Course) 10am to 4pm

Carrowbreck House, Hellesdon

Cost £60

Recommended for: Officers/councillor's that have financial matters as part of their role, or have an interest in finance

Preparing for Year End and AGAR

Wednesday 11th March 9:30 to 12:30

Carrowbreck House, Hellesdon

Cost £45

Recommended for: Officers who want to understand how to prepare their councils AGAR and comply with audit process

Contracts and Procurement

Wednesday 11th March 1:30pm to 4pm

Carrowbreck House, Hellesdon

Cost £45

Recommended for: Anyone involved in procuring goods and services, preparing tenders or entering contracts on behalf of local councils

RECOMMENDATION FOR ALL COUNCILORS ON PP&R TO ATTEND

Effective Appraisals Workshop

Thursday 19th March 10am to 1pm

Carrowbreck House, Hellesdon

Cost £50

Charitable Trusts and Parish Councils

Tuesday 24th March 10am to 1pm

Carrowbreck House, Hellesdon

Cost £40

Training Provider SLCC

iLCA

Online - Cost £99

Recommended for: Councillors, new clerks and officers of the council. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

1. Staff Training

The following staff training to be agreed by council

Clerk - Responsible Financial Officer, Contracts and Procurement, Charitable Trusts and Parish Councils

Finance Officer - Responsible Financial Officer

Senior Admin Officer – iLCA

£304.00

2. Councillor Training

The following councillor training to be agreed by council

All members of PP&R (5) who can attend - Contracts and Procurement

£225.00