

Minutes of the meeting of the Property, Policy & Resources Committee held on
Thursday 27th July 2023 at 10am at
Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:

Cllr S Gurney (Chairman)
Cllr G Britton
Cllr L Douglass
Cllr B Johnson (substitute for Cllr S Smith)
Cllr D Maidstone

Also in Attendance:

P Beck (Norfolk County Council)
N Lane (Norfolk County Council)
F LeBon (Clerk)

The Chairman welcomed everyone and opened the meeting at 10am.

1. Apologies and acceptance for absence

Apologies were received from Cllr Forder and Cllr Smith. These were **ACCEPTED**.

2. Declarations of Interest and Dispensations

Cllr Douglass declared non-pecuniary interests, as the following:

Early Years Representative – Norfolk Schools Forum
Executive Board Member, Early Years Representative – Local First Inclusion
Chairperson – Norfolk Early Years Consultative Group
Member – Early Years Safeguarding Forum for Norfolk

3. To Approve the Minutes of the Meeting Held on 2nd May 2023

Minutes had been circulated from the meeting held on 2nd May 2023. These were **AGREED**.

4. Public Participation

No public present at the meeting.

5. To Receive Presentation from the Head of Communities and Partnerships at Norfolk County Council and Agree Recommendation to Full Council for a Family Hub for Hellesdon.

It was clarified that the proposed family hub was for Broadland, but hoped to be located in Hellesdon.

The government's Start for Life and Family Hubs programme (2022-25) will allow local services, working together and in partnership with the voluntary, community and faith sectors, to further support families who require support.

Approved.....

Date.....

Norfolk has been selected as one of 75 local authority areas to take this forward and will receive £6.1m of additional time limited funding to build on and further develop the prevention and early help services for families with children and young people up to the age of 19 (25 if they have special educational needs and disabilities).

Phase one sites in the largest urban areas of Norfolk are operational (Thetford, King's Lynn, Gorleston and Catton Grove).

The project is hoped to expand to provide one community facing building in each district, that is already used by families, to access support and designate these venues as a family hub site. Hellesdon has been identified as an area which deprivation statistics suggest would benefit from a family hub, and is in close proximity of other areas of need such as Spixworth and Sprowston.

There is a strong concept of 'Every Contact Counts' so those visiting a family hub that may have additional needs can be signposted to the correct agency. This early intervention is likely to reduce the cost of reactive intervention at a later date.

37 sites within Broadland have been reviewed and there are opportunities within buildings under the control of Hellesdon Parish Council that score very highly on the government's criteria for a Family Hub.

Committee members asked questions about the proposed project, including Hellesdon's proximity to the Mile Cross Centre, the type of funding available, and agencies that the project works with.

The following was **AGREED** in principle:

- a) That Norfolk County Council should be permitted a permanent base for staff in a building under the control of Hellesdon Parish Council for the purpose of a Family Hub. This is subject to agreeing a fair cost to cover utilities/services so that there is no direct cost to Hellesdon Parish Council. The Clerk will establish this cost and feed back.
- b) That Norfolk County Council be permitted to use rooms in the community centre for the Family Hub project, at the community rate, for any ad hoc meetings subject to availability and advance booking. This will be charged monthly in arrears and based upon actual usage.
- c) Staff from Norfolk County Council would be able to utilise the welfare facilities in the community centre and also the kitchenette. Staff and visitors will also have full use of the car park.

Once all costs have been established, the detail will be fed back to Norfolk County Council for a building inspection and formal agreement.

*Representatives from Norfolk County Council Left the Meeting
The Meeting was Adjourned for Ten Minutes*

6. To Consider any Updates on Norfolk County Council Land Sale at Meadow Way

The deeds for the transfer of the park land at Meadow Way from Norfolk County Council to Hellesdon Parish Council in 1989 were reviewed. It was confirmed that Hellesdon Parish Council has a legal right of way from Meadow Way, into the park, across one of the areas of land that Norfolk County Council proposes to sell.

The situation was **NOTED** as will continue to be monitored.

Approved.....

Date.....

7. To Review Forward Plan and Prioritise Items

The forward plan was reviewed, with the following updates:

- Community Centre Extension Project – This is to be reviewed after the WC improvement project has been completed.
- Updating of the Neighbourhood Plan – This is to be progressed in September.
- Monitoring of any Changes in the Planning Obligations on the Persimmon site which may affect Hellesdon Parish Council – The District Councillors are meeting with Persimmon in due course to be advised of Persimmon’s intentions. If this affects Hellesdon Parish Council then this will be communicated.
- Community Centre Fire Doors (Rolling Programme) – To ensure that enough quotes are received to comply with financial regulations, this has been placed on Contracts Finder.
- Local Council Award Scheme – The Clerk will present a paper to full council for consideration.
- Community Fridge – The equipment has been purchased and an application to FareShare has been made. The Clerk will also investigate Olio. The Clerk has advised the food hygiene department at Broadland Council that the intention is to launch on 4th September. A launch event should be considered.
- Replacement Road Signs – Members of the Public are to be encouraged to send photos of street signs in poor condition, so they can be collated and sent to Broadland Council for repair.
- Review Street Furniture – It was noted that some litter and dog bins were becoming very full and larger ones or better placed ones should be considered. The Clerk will look at this with the Facilities Manager and as a result of public feedback, and feed into the budgeting process.
- Recording of Council Meetings – The Clerk is to obtain more quotes to progress this project.

8. To Consider Options for Fire Door Closure in Diamond Jubilee Lodge

It had been identified in a fire risk assessment for Diamond Jubilee Lodge that fire doors were being kept open by door wedges. Three different recommendations were provided for the installation of Dorgards. It was **AGREED** that four wireless Dorgards should be installed at a total cost of £550.

9. To Consider Review of Alarm Service Contract

It was reported that the current contract had been rolling since 2016, and that customer service was not what it once was, particularly in light of a recent takeover and resulting change of monitoring service. The costs of the current service were provided, alongside two alternative reputable local contractors. It was **AGREED** that ‘Alternative Contractor 1’ should be appointed. This was Eastern Security Systems.

10. Policies to be Reviewed

- a) Accessibility to Information Policy. This policy was reviewed and **AGREED**, subject to the addition of wording to ensure all digital images are accessible and making all word documents which are published online accessible (and any subsequent conversions to pdf) using the built in Microsoft accessibility checker.
- b) CCTV Policy. This policy was reviewed and **AGREED**.

Approved.....

Date.....

- c) Data Protection Policy. This policy was reviewed and **AGREED**.
- d) Disability and Accessibility Policy. This policy was reviewed and **AGREED**.
- e) Filming and Recording Policy. This policy was reviewed and **AGREED**.
- f) Freedom of Information Policy. This policy was reviewed and **AGREED**.
- g) GDPR Policy. This policy was reviewed and **AGREED**.
- h) Graffiti Policy. This policy was reviewed and **AGREED**.
- i) Lone Working Policy. This policy was reviewed and **AGREED**.
- j) Planning Protocol. This policy was reviewed and **AGREED**.

11. To consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 to exclude the press and public for the duration of item 12 in view of the confidential nature of the business to be transacted.

This was **AGREED**

12. To Receive Update on Land Matter

A brief history was provided and an update as to contact from the land owner. It was **AGREED** that this needed to be considered by full council in September, with a view to the PP&R Committee meeting with land owner to discuss further. All possible entitlements for the Parish are to be established first.

13. Items for the Next Agenda and for Other Committees

- Neighbourhood Plan Update
- Update on the Family Hub Project
- Update on land matter

14. To confirm that date of the next meeting.

To be confirmed.

The meeting closed at 12.30pm.

Approved.....

Date.....