

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

**Minutes of the Meeting of Hellesdon Parish Council
held on Tuesday 10th December 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)

Cllr G. Britton

Cllr R Forder

Cllr A Lock

Cllr M. Maidstone (from item 4)

Cllr S Smith

Cllr N Barker

Cllr I Duckett

Cllr S Gurney (from 7.07pm)

Cllr D Maidstone

Cllr R. Sear

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk) and eleven members of the public.

Welcome by the Chairman – Cllr Johnson welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr L. Douglass, Cllr D. Fahy, Cllr R. Forder and Cllr S. Holland

2. Declarations of Interest and Dispensations

Cllr D. Maidstone declared a potential conflict of interest in item 4.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 12th November 2024

The Minutes of the Full Council meeting held on 12th November 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. To Co-Opt Person to Vacant Position on Hellesdon Parish Council

Three applications for the vacant position on Hellesdon Parish Council had been received. The applicants were invited to give a three minute presentation to the council, after which the council considered which applicant to co-opt.

Cllr Gurney Joined the Meeting and apologised for being unavoidably delayed

After the first round of voting (with one abstention), no applicant held an absolute majority of those present at the meeting and voting. The least successful candidate was eliminated from the contest. The second round of voting (with 2 abstentions) gave an absolute majority of those present at the meeting and voting.

Mel Maidstone was **ELECTED** to Hellesdon Parish Council. The declaration of acceptance of office was signed and Cllr M. Maidstone took a seat at the council table.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th December 2024

5. Public Participation

Concerns were raised about the proposed shared pathway between Holt Road and Bush Road as part of the Yellow Pedalway consultation, and the conflicting information that had been received from Hellesdon Parish Council staff.

The Clerk will address information provided to the member of the public with the staff. The Clerk also clarified that the Parish Council is only a consultee for the project and received information from Norfolk County Council at the same time as members of the public. It was further clarified that the consultation is an agenda item. It was also noted that Hellesdon Parish Council was not the owner of the land.

Cllr Gurney confirmed that Norfolk County Council had no intention to encroach upon allotment land. Cllr Gurney also confirmed that the original plans for the yellow pedalway were consulted upon in August, and after listening to the responses, changes were made to the plans and a second consultation was launched in November.

Concerns were raised about the changes of times for the Cromer Road bus lane, for cars to be excluded from this lane between 7am and 7pm. It was noted that Wroxham road was a busier road and cars were excluded from the bus lane only between 7am and 9.30am.

Cllr Gurney advised that government policy for the Cromer Road bus lane was a later policy than Wroxham Road and gave a stronger weight to public transport. The trial times will be monitored and then a decision made on whether to make them permanent or revert back to a permanent bus lane.

Concerns were raised about the lack of pedestrian crossing between Meadow Way and Tesco's. The Clerk advised that this had been raised with Norfolk County Council and that there was an acknowledged need for the scheme, but the funding was not yet available. Cllr Gurney advised that there was a pedestrian crossing installed further down the Cromer Road, at a cost of approximately £90,000 which would support pedestrians crossing this busy road.

Compliments were given about the new bus shelter at Tesco's, however the need for a litter bin in the vicinity was expressed. The Clerk will follow this up.

Anti social parking on Meadow Way was raised, at the school drop off and pick up times. The Clerk will raise this to the police. The member of the public was encouraged to call the police if they feel that the parking is a danger. Cllr Gurney advised that the new plans for Firside school included a drop off and pick up point within the school grounds, which will alleviate parking on the public highway. The planning permission for the school is currently delayed at Broadland Council.

The Meeting was Adjourned for Five Minutes

6. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. The Clerk added that, in addition to the three planning applications in the report which have been submitted by Persimmon, a fourth application now needs to be considered by the Parish Council. It was **AGREED** that an extra Parish Council meeting should be held on Monday 6th January 2025 at 7pm at Hellesdon community centre for the Parish Council to consider it's response to the planning consultation. Members of the public are welcome to attend and will be given time to raise their views to the council, prior to a decision being made. Councillors will ensure that prior to this meeting, they will have opportunity to be appraised of the revised applications and compare the detail to the previous applications.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th December 2024

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

There was nothing further to report from District and County Councillors as matters relevant to Hellesdon were already agenda items.

c) Verbal Update from Chairman

Cllr Johnson reported on a very successful senior citizens' party on 7th December, with feedback being positive, and the event being described as 'the best that the Parish Council has put on'. Cllr Johnson thanked all those involved in the organisation and volunteers on the day.

7. Financial Matters

a) Bank Reconciliation – November 2024

The bank reconciliation for November 2024 was **ACCEPTED**.

b) Earmarked reserves summary – November 2024

Cllr Gurney queried the CIL amounts for 23/24 and 24/25 and whether these could be earmarked for the community centre extension. The Clerk advised that CIL had to be accounted for separately for reporting purposes, however, the community centre extension would be a project that it would be permissible to spend CIL money on. This is to be an agenda item in January as part of the budget setting process.

The earmarked reserves summary for November 2024 was **AGREED**.

c) Approval of Payments – November 2024

Cllr Britcher queried the payment made to Community Collective Planning for £4,400 which was detailed as attendance at a Steering Group meeting. The Clerk clarified that £200 + VAT was for attendance at the meeting. The remainder was the contractual staged payment for the creation of the Neighbourhood Plan.

The payments for November 2024 were **AGREED**.

d) Receipts – November 2024

The receipts for November 2024 were **AGREED**.

e) Detailed Income and Expenditure 1st April 2024 – 30th November 2024

The detailed income and expenditure was **ACCEPTED**.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 12th November 2024

The minutes and decisions arising from the Planning Committee meeting held on 12th November 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Duckett and a second from Cllr Sear.

9. Café Committee

a) To Note the Decisions made by the Cafe Committee on 19th November 2024

The minutes and decisions arising from the Cafe Committee meeting held on 19th November 2024 had been circulated.

Cllr Smith reported that, as part of the budgeting process, prices would be increased on certain café items to reflect increases from suppliers regarding food inflation. This will be reviewed again in April when the effect of the government's budget on the Parish Council's suppliers is known. However, the committee was also mindful of the café being a service to the community and some prices, such as those for children's meals, would not increase.

b) To Agree Contribution from Chairman's Fund for Team Building Christmas Buffet

Cllr Smith reported that that staff have had a particularly challenging year and, in the past, have not been sufficiently recognised for the works that they do in support of the council. Whilst this is improving, the café committee would like to see a small donation from the Chairman's fund to allow for a Christmas buffet for the staff.

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th December 2024

Discussions occurred as to the sentiment of the motion, but also the impact on tax payers money. It was **AGREED** that councillors would make personal contributions in support of the proposal.

10. Neighbourhood Plan Working Group

a) To Consider Response to Site Allocation made under the Emerging Neighbourhood Plan

It was reported that the Neighbourhood Plan working group took the decision to do a call for sites as a result of the potential benefits of protecting Hellesdon from future speculative planning applications. This decision was taken on the basis that there does not to be a commitment to allocating any sites received.

There was one site put forward, and this was the site at Heath Crescent.

The Neighbourhood Plan Working Group took the decision to refer this to the Parish Council, so as not to risk coming into conflict with the work the Parish Council has already undertaken with the public on this site.

The benefits and disadvantages of a site allocation were detailed in the report for members to consider. The timing of the submission was also considered in relation to the possibility of a planning application being submitted.

Uncertainty over changes to housing targets which may impact the recently adopted GNLP also caused concern over this matter.

It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Sear to not allocate this land in the Neighbourhood Plan at the current time. The matter can be revisited after any new housing targets are announced.

11. Consultations

a) To Consider Response to Consultation on Remote Access and Proxy Voting at Meetings

It was **AGREED** to respond to this government consultation as a Parish Council. The Parish Council **AGREED** that remote access to meetings would be beneficial but only under certain circumstances and with limitations. Furthermore, the Parish Council **AGREED** that proxy voting should not be permitted under any circumstances. The Clerk will arrange for this to be fed back via the consultation.

Members are also able to respond to the consultation as individuals, as are members of the public.

It was AGREED to Waive Standing Orders to Allow the Meeting to Continue Beyond 9.30pm

b) To Consider Response to Consultation on the Yellow Pedalway

It was **AGREED** that Hellesdon Parish Council would support the updated part of the plans for the yellow pedalway which now show the entirety of the project on the west side of the A140. The Parish Council also supported the proposed prohibition of verge parking.

However, it was **AGREED** to strongly object to the proposed extension of the pedalway between Holt Road and Bush Road for the following reasons:

- It would restrict disabled access to the adjoining section of allotments.
- There is no lighting proposed for this area, risking anti social behaviour.
- The hammerhead at the top of Bush Road is not public highway, but was installed by Hellesdon Parish Council as part of the allotment site. A short cut from Bush Road to Holt Road would encourage parking in the hammerhead area with no means of enforcing any parking prohibition, as double yellow lines could not be enforced on land not owned by the highway authority.

The Clerk will arrange for this to be fed back to Norfolk County Council.

Approved.....

Date.....

12. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 13 to 15 in view of the confidential nature of the business to be transacted**
This was **AGREED**.

The Meeting was Closed to the Press and Public

13. **Contracts**

a) To Consider Quotes for Verge Cutting Contract 2025/2026

Six quotes had been received for the verge cutting contract 25/26 and the information circulated to councillors. Taking all matters of best value into consideration, it was **AGREED** to continue with the services of Norse at a contract price of £10,428.84

b) To Consider Quotes for Internal Audit 2024/2025

Four local companies advertising audit expertise we approached for quotes and the information received had been circulated to councillors. It was **AGREED** to continue with the services of Larking Gowen at a cost of £3,270.

14. **Playing Fields, Allotments and Amenities Committee**

a) To Consider Recommendations form the Playing Fields, Allotments and Amenities Committee held on 28th November 2024.

Cllr D. Maidstone presented this item to members. Draft resolutions to an incident were presented, which were **ACCEPTED** subject to amendments on time constraints.

The Clerk reported that a Freedom of Information request had been received on the matter. This would be dealt with in line with the Parish Council's Freedom of Information policy and guidance from the Information Commissioner's Office.

The rules will be sent out in post to all allotment holders, with clarification on incineration and the issuing of receipts.

15. **Staffing.**

a) To Receive Update on Mediation (verbal report from the Chairman of the Council)

The Clerk Left the Room

The Chairman provided a verbal update.

The Meeting was Reopened to the Press and Public

16. **Matters for the Next Agenda**

Allocation of CIL money held.

Mediation

17. **Time and Venue of Next Council meeting.**

Monday 6th January 2025, 7pm in the community centre (one agenda item to discuss Persimmon applications).

Tuesday 14th January 2025, 7pm at Diamond Jubilee Lodge (ordinary council meeting).

The meeting closed at 10.20pm

Approved.....

Date.....

Hellesdon Parish Council, Full Council Minutes 10th December 2024

HLD Non-Technical Summary of the Financial Viability Assessment (FVA) for RNGC, Drayton Hill Road, Hellesdon, Norwich, NR6 5AH

Introduction

HLD has been instructed by Persimmon to undertake an assessment of the development viability of their policy compliant proposals for their site at the former Royal Norwich Golf Club, Drayton Hill Road, Hellesdon, Norwich NR6 5AH. This non-technical summary document is to be read in conjunction with our detailed FVA Report (dated **6th February 2024**) which provides our detailed analysis and assumptions.

Scheme Background

The site was granted hybrid planning permission in **December 2016** by virtue of planning application reference **20151770**. The outline planning permission was granted for up to 1,000 dwellings with all matters reserved, except for the Phase One area, means of access, off-site highways improvements and trees to be removed (across the entire site), along with associated infrastructure including up to 2ha of land to be reserved for a new primary school, 1,900 sqm for a D1/D2 community use along with associated car parking, up to 15.45 ha of informal and formal open space and off-site highways works. Full planning approval was also submitted for the first 108 dwellings alongside associated infrastructure and off-site highways works to serve Phase One and the overall scheme. We understand that the hybrid planning consent was varied by way of a S73 application in **September 2017** which was in relation to the plans associated with Phase One only and reduced the number of dwellings on Phase One by 13 to 95 dwellings.

Reserved matters consent has since been secured for Phase Two (157 dwellings, nine less than originally envisaged) in **April 2021** and the reserved matters application for Phase Three was submitted in **March 2022** for 138 dwellings, albeit a revised plan has been produced showing **135 dwellings** to accommodate tree retentions in the northeastern corner adjacent to Hercules Road, at the request of BDC. We understand at this point in time the application remains undetermined as discussions are currently ongoing between the LPA and Persimmon with regards to dwelling numbers and tree losses. Phases Four to Six are yet to be worked up in detail (the current indicative mix shows 385 dwellings, which is lower than the original number of dwellings shown on the indicative layout), but all reserved matters applications are anticipated to be submitted by the end of **2024**.

A Section 106 Agreement was entered into for the whole site (dated **December 2016**) which includes a provision for the delivery of 33% affordable housing alongside other contributions and obligations

as well as Community Infrastructure Levy (CIL). We understand that the S106 Agreement reflects a policy compliant scheme.

Phase One is now complete with all **95** dwellings having been sold, and Phase Two is currently on site, delivering **157 dwellings**.

FVA Assumptions

The Financial Viability Assessment (FVA) has been prepared for the whole scheme (Phases One to Six) and considers the viability of the policy compliant scheme as set out in the hybrid planning application, Section 73 applications and reserved matters applications for the proposals, as at **January 2024**, given the passage of time since the S106 Agreement was signed. As the development has now started on site, it is anticipated that the decrease in dwellings numbers, currently estimated to be 772 , which represents a loss of 228 dwellings when compared to the original hybrid consent, is having a material impact on the viability of the scheme¹. Abnormal and infrastructure costs (which have become crystallised for Phases One and Two) and the anticipated costs for the remaining Phases, are also impacting on viability and the scheme's ability to deliver the requirements set out in the S106 Agreement.

The FVA is supported by a pricing exercise undertaken by Persimmon for the open market dwellings, which provides the sold prices for Phases One and Two and the anticipated sales values for the remaining phases, totalling circa **£154.3 million** (circa **£302 per sq ft**) for the whole scheme (Phases One to Six). The total Gross Development Value (GDV) for the affordable dwellings equate to circa **£39.4 million** (circa **£194 per sq ft**) which are based on actual sales values to the Registered Provider (RP) for Phases One and Two and these assumptions have also been applied to the remaining phases (Phases Three to Six). The total GDV for the whole scheme therefore equates to circa **£193.7 million** for Phases One to Six.

We have utilised BCIS construction costs, applying the 'lower quartile' rate for estate housing generally rebased to Norfolk. We have then applied an allowance for standard external works at **12.5%**, in line with standard market practice, as well as costs associated with the delivery of detached garages.

A detailed cost plan has been prepared by Persimmon for Phases One and Two, which set out the costs of the abnormal and infrastructure cost associated with the development, based on known works and costs for Phase One and partially Phase Two. Arcadis has been appointed to review the abnormal and infrastructure requirements for Phases Three to Six and cost these elements

¹ Assuming 135 dwellings on Phase Three as opposed to 138 as originally submitted and 385 dwellings on Phases Four to Six

accordingly. Total abnormal and infrastructure costs equate to circa **£61.3 million** for Phases One to Six.

The total Gross Development Costs of the scheme is circa **£206.5 million**. These costs are inclusive of construction costs, externals, garages, abnormal and infrastructure works, contingency, professional fees, marketing and disposal costs, policy compliant levels of S106 costs and Community Infrastructure Levy (CIL), development finance and Benchmark Land Value (BLV) based on EUV plus a premium.

The findings of our development viability appraisal analysis indicates that the residual developer's return (i.e. the sum that remains once total costs are deducted from total values) produced by the proposals is negative at **(-6.57%) on GDV** (assuming a policy compliant scheme), which is significantly below the benchmark levels of developer's return of at least **17.15% on GDV** for a scheme of this nature, scale and complexity (assuming a blended profit of 20% on open market GDV and 6% on affordable GDV). Consequently, the policy compliant scheme is not considered to be viable, and discussions are required with BDC regarding the viability of the scheme and the reduction in the provision of affordable housing and/or S106 contributions on future phases, along with any other issues that could improve the viability of the scheme (such as dwelling numbers and density).

Donna Pickersgill MRICS



Consultant

For and on behalf of Highgate Land and Development Consultancy Limited

6th February 2024



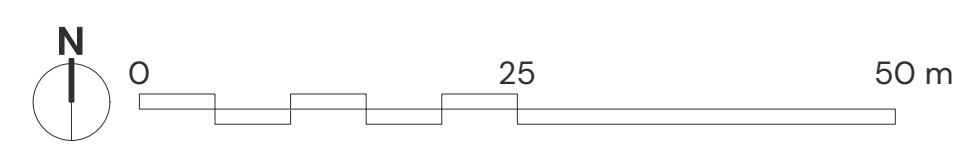
- KEY
- SITE BOUDARY
 - NDA
 - OPEN MARKET HOUSING
 - EXISTING TREE GROUPS TO BE RETAINED / THINNED
 - ILLUSTRATIVE PLANTING
 - ILLUSTRATIVE SUDs BASINS
 - LAND AREA ASSIGNED FOR PLAY

ROYAL NORWICH GOLF CLUB – Phase 4: Planning Layout





- KEY
- SITE BOUDARY
 - NDA
 - OPEN MARKET HOUSING
 - EXISTING TREE GROUPS TO BE RETAINED / THINNED
 - ILLUSTRATIVE PLANTING
 - ILLUSTRATIVE SUDs BASINS
 - LAND AREA ASSIGNED FOR PLAY



ROYAL NORWICH GOLF CLUB – Phase 5 & 6 : Planning Layout (1 of 2)

PEGASUS
GROUP



ROYAL NORWICH GOLF CLUB – Phase 5 & 6 : Planning Layout (2 of 2)