

Interests Flowchart

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

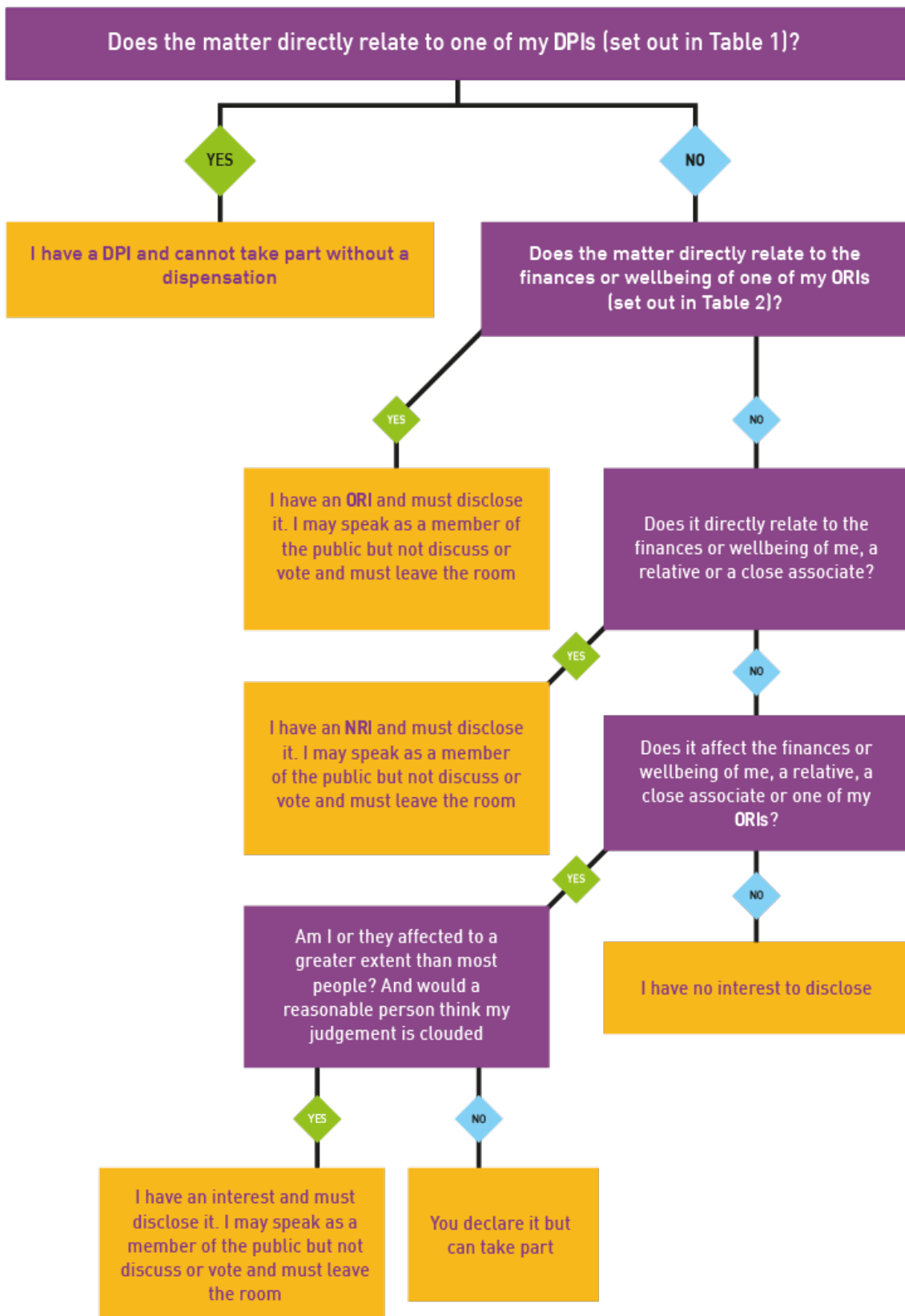


Table 1: Disclosable Pecuniary Interests

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

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> (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 12th November 2024 at 7pm
in The Council Chamber, Diamond Jubilee Lodge**

PRESENT:

Cllr B Johnson (Chairman)
Cllr I Duckett
Cllr R Forder
Cllr M Hicks
Cllr A Lock
Cllr S Smith

Cllr N Barker
Cllr D Fahy (from 7.10pm)
Cllr S Gurney
Cllr S Holland
Cllr D Maidstone

In attendance: Mrs F LeBon (Clerk), Mr H Clark (Deputy Clerk) and three 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 D. Britcher, Cllr G. Britton Cllr L. Douglass and Cllr R. Sear.

2. Declarations of Interest and Dispensations

None declared.

3. To Agree Minutes as a True and Accurate Record of the Full Council Meeting held on 8th October 2024

The Minutes of the Full Council meeting held on 8th October 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting after a proposal from Cllr Forder and a second from Cllr Maidstone.

4. Public Participation

No matters raised.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. The Clerk clarified advised that there had been a sharp increase in complaints about overflowing dog bins. This would be raised to PP&R as part of the budgeting process.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

Cllr Johnson reported that he had attended a cybersecurity course at Broadland Council.

Cllr Gurney, in capacity as County Councillor, reported that funding had been secured from Norfolk County Council to complete the footway improvements to Bernham Road. This will be completed in the 2025/2026 financial year.

There will be resurfacing works on an area of the Drayton High Road which will require a series of night closures of the road.

Approved.....

Date.....

There have been replacement railings installed on the Hospital Lane junction. Work has been done with Maxine Webb for new signage for Hellesdon Park Road and Hellesdon Hall Road to deter HGVs.

New road markings and 30mph roundels have also been added to Low Road near to Wensum Valley Close.

Cllr Gurney, in capacity as District Councillor, reported that a meeting had been held between the District Councillors, Broadland Council's planning department and Persimmon Homes, regarding the hybrid planning application granted permission in 2015.

Cllr Fahy Entered the Meeting

The planning application will expire on 5th December, therefore Persimmon will have to reapply for permission to develop phases 3 to 6. There are claims that the site is now unviable so it is likely that there will be an application with less community benefit, in the form of less affordable housing and less open space provision. The planning application is due to be submitted by 5th December and it is recommended that the Parish Council holds a single agenda item meeting to discuss this application when it is received. The Clerk will find out the demand for football pitches at Hellesdon Recreation Ground. There also needs to be research into the open space provision for Hellesdon, taking into account the loss of HEL4 from the GNLP.

c) Verbal Update from Chairman

Cllr Johnson reported that he had attended the Remembrance Service on 10th November, which was very well attended.

6. Financial Matters

a) Bank Reconciliation – October 2024

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

b) Earmarked reserves summary – October 2024

Cllr Gurney queried the progress on the rain water harvester. The Clerk advised that there was no active project, only reserves earmarked for a future project.

Cllr Holland queried the movement of £1527 out of earmarked reserves. The Clerk advised that this was for the lighting project in the community centre.

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

c) Approval of Payments – October 2024

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

d) Receipts – October 2024

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

e) Detailed Income and Expenditure 1st April 2024 – 31st October 2024

Cllr Holland queried the overspend for the Property Maintenance/Replacement in the community centre. The clerk advised that the expenditure reflected the upgrade to the west WCS. £20,000 income had been received for this project from the National Lottery to offset this.

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

7. Governance

a) To Consider Adoption of a Co Option Policy

A draft policy had been circulated for consideration. Additions were suggested to the policy and it was **ADOPTED**, as amended, after a proposal from Cllr Gurney and a second from Cllr Duckett.

b) To Consider the Adoption of a Protocol on use of Council Facilities and Resources by Councillors

Approved.....

Date.....

A report was provided to councillors advising what is already specified in the Code of Conduct that Hellesdon Parish Council has adopted, along with a draft protocol. The Protocol was **ADOPTED** after a proposal from Cllr Gurney and a second from Cllr Fahy.

8. Planning Committee

a) To Note the Decisions made by the Planning Committee on 8th and 22nd October 2024

The minutes and decisions arising from the Planning Committee meetings held on 8th and 22nd October 2024 had been circulated. Cllr Forder presented these to the council. It was **AGREED** to note the minutes and the decisions made.

9. Neighbourhood Plan Working Group

a) To Receive Update from the Neighbourhood Plan Working Group Held on 28th and 31st October

Cllr Gurney reported that the first meeting was to discuss the consultation on the District Wide Design Code. A response to the consultation was agreed by the working group and submitted in time for the deadline, under delegated authority.

Cllr Johnson reported that the meeting on the 31st October focussed on the Neighbourhood Plan policies, and that the Neighbourhood Plan is now approximately 80% complete.

The decisions made by the Neighbourhood Plan Working Group, as noted in the minutes, were **AGREED**.

10. Playing Fields Committee

a) To note decisions made by the Playing Fields, Allotments and Amenities Committee on 29th October 2024.

Cllr Maidstone reported that the committee budget was agreed and would be put forward to PP&R for further consideration.

Regrettably not all the business to be transacted in the meeting due to a technical query with the closed session of the meeting. Advice has been sought through Norfolk ALC, but a response has yet to be received. The Clerk is to put in a formal complaint to Norfolk ALC about this matter. It was **AGREED** to note the minutes and the decisions made.

11. Community Centre Committee

a) To note decisions made by the Community Centre Committee on 5th November 2024.

Cllr Forder reported that the Community Centre Committee had met and agreed the 2025/2026 budget to recommend to PP&R. Included in this will be the Phase 3 of the fire door replacement project, and new commercial dishwashers for both the kitchen and kitchenette. A pre-commencement meeting with the contractor for Phase 2 of the fire door replacement project was held and work is intended to start on 25th November. A new commercial microwave and toaster will be purchased for the kitchen from contingencies in this financial year.

It was **AGREED** to note the minutes and the decisions made.

12. To Approve Improvement Plans for Old Parish Office

The plans for the old parish office were circulated.

Hellesdon Parish Council has to be named as the client in the contract due to the tenancy at will. This means that Hellesdon Parish Council has no right to request that Norfolk County Council reverts the building to its original state should they leave the building. However, it was conserved that the works are an improvement to the current set up. Whilst the rear room is being converted from a storage area to office space, there is no reason why it could not still be used as storage should Norfolk County Council choose to leave.

Norfolk County Council will pay for the changes to the room and for all the associated costs, including project management. The project will be insured by the contractor.

Approved.....

Date.....

The plans for the old parish office were **AGREED**, subject to their being a rent review with Norfolk County Council as more of the building will be utilised by them.

13. To Approve Improvement Plans for Old Parish Office

The Clerk reported that, as agreed at the Parish Council meeting in September, the Parish Partnership application for a parish gateway on the Reepham Road had been submitted. Since this date, complaints have been received about the lack of seating at the bus shelter at Hellesdon Hospital (southbound).

Enquiries have been made about the retrospective fitting of seating at this bus shelter. It has been confirmed that this would be a suitable project for a second parish partnership application, subject to there being sufficient clearance so as not to obstruct double buggies, wheelchairs etc. between the seat and boundary wall. The cost of this would be £1385. If successful in the parish partnership scheme, Norfolk County Council would assist with 50% of this funding. It was **AGREED** to submit a second parish partnership application.

14. To Receive Correspondence from Norfolk ALC and Agree and Resulting Actions

Correspondence had been circulated from various sources at Norfolk ALC. Concerns were raised about the lack of an AGM being held and the lack of response to the Parish Council's recent query. It was noted that the Parish Council's annual membership to Norfolk ALC was £1,456.57.

It was **AGREED** that the Clerk should write to Norfolk ALC raising concerns about the level of service being received and about the lack of an AGM being held.

15. To Consider Bleed Control Pack Training and Association Donation

The cabinet to house the bleed control kit has been delivered and will be installed at the earliest opportunity. Training for use of the bleed control kit has been sourced and can be conducted in exchange for a donation to Street First Aid.

It was **AGREED** after a proposal from Cllr Holland and a second from Cllr Gurney that a £200 donation should be taken from Good Causes for Hellesdon. The Clerk will arrange and circulate the date.

16. To Receive Proposal that Hellesdon Parish Council expresses its concern at the developments at Firside Scholl and will seek information about the likely impact of that development on behalf of residents of Hellesdon.

Cllr Duckett advised that this matter has been raised as a resident issue and proposed the above and that the concerns should be raised to the Wensum Trust, Broadland District Council and Norfolk County Council. This was seconded by Cllr Lock.

Cllr Johnson advised that he had spoken with the CEO of the Wensum Trust and been assured that there would be no interruption to the children as a result of the development.

Cllr Gurney advised that there had been a consultation to keep residents informed, with representatives from the Wensum Trust and the agent visiting a Parish Council meeting. Leaflets were dropped to approximately 400 neighbouring properties and the consultation on the planning application is still live, currently showing 83 consultees and 150 associated documents. Cllr Holland proposed an amendment to the proposal, in that Hellesdon Parish Council notes that some people have raised concerns about the Firside development and the Parish Council will assist residents with the provision of information. This was seconded by Cllr Duckett and **CARRIED**.

Approved.....

Date.....

17. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of items 18 and 19 in view of the confidential nature of the business to be transacted**
This was **AGREED**.

The Meeting was Closed to the Press and Public

18. **Fencing for the Recreation Ground**

a) To Review Quotes and Agree Contractor for Fencing Works on the Recreation Ground

Three quotes had been received for the next phase of fencing works to the Recreation Ground. Cllr Maidstone proposed that supplier one be appointed, at a price of £3,595.90. Seconded by Cllr Hicks and **CARRIED**.

19. **Staffing.**

a) To Note Decisions Made by the Staffing Committee on 7th November 2024

It was **AGREED** to note the minutes and the decisions made after a proposal from Cllr Maidstone and a second from Cllr Forder.

b) To Receive Report into Recruitment of the Deputy Clerk

The report was presented to council, as accepted by the Staffing Committee.

Cllr Gurney clarified that she had advised of a potential breach of GDPR, not an actual breach.

The new policies for recruitment of junior staff and senior staff were **AGREED**.

c) To Receive Update on Mediation

The Clerk Left the Room

Cllr Gurney advised why she was not in agreement with the decision made by the council on 8th October.

Cllr Gurney Left the Room

It was **AGREED** that the Chairman would seek advice from the Monitoring Officer.

The Meeting was Reopened to the Press and Public

20. **Matters for the Next Agenda**

Co-option
Mediation

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

Tuesday 10th December, 7pm at Diamond Jubilee Lodge.

The meeting closed at 9.24pm

Approved.....

Date.....

Meeting of Hellesdon Parish Council

10th December 2024

Item 4 - To Co-opt Person to Vacant Position on Hellesdon Parish Council

Since the adoption of the Co-option Policy at the meeting of 12th November, all persons previously interested in the vacancy have been sent a formal application form. The position has also been advertised on the website, facebook and Just Hellesdon.

The deadline for applications is midday on Wednesday 4th December and this information will be sent to councillors after this time.

Applicants have been invited to attend the Parish Council meeting on 10th December.

Only councillors present at the meeting may vote. The successful candidate must receive an absolute majority of those present and voting. If there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least

number of votes and the remainder must then be put to the vote again. The process is to be repeated until an absolute majority is obtained.

All voting must be by a show of hands and the Chairman will be entitled to a casting vote.

The person co opted shall be invited to take their seat with the Parish Council, after the signing of the Declaration of Acceptance of Office.

CLERK'S REPORT FOR COUNCIL MEETING
10th December 2024

<u>ITEM</u>	<u>COMMENTS</u>
Community Centre	<p>The shelving in the bar store has been installed, making for a more organised working environment for the bar.</p> <p>The refurbishment of the West WCs has reached the snagging stage. Once the alarms have been reconnected then they can be used.</p> <p>Work has started on the new fire doors for the ML. It is hoped that this can be completed ready for the full council meeting.</p>
Car Park – Community Centre	No matters to report
Community Café and Fridge	<p>Agenda item.</p> <p>The Community Café Christmas lunch has proved popular with 42 bookings taken. Bookings are now closed as there is no further capacity.</p>
Parish Council Offices Diamond Jubilee Lodge	No matters to report
Recreation Ground including Children's Play areas	Agenda item
Skate Park & MUGA	No matters to report
Meadow Way	<p>Reports of the dog bin overflowing have increased. This is due to the park closing early and people not being able to access the bin in the park. This is being raised to PP&R as part of the dog/litter bin review.</p>
Mountfield Park	<p>The grant funded semi mature Paulownia tomentosa (foxglove) trees have been delivered and will be planted in Mountfield Park.</p>
Cottinghams Park	<p>A request has been made for an extra bin in Cottinghams Park, between the two new seats. This is to be raised with PP&R</p>
Allotments	Agenda item for the Playing Fields, Allotments and Amenities Committee.
Community Orchard	No further update.
Community Apiary	No further update.
Cemetery Car Park	<p>Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.</p>
Persimmon Homes	<p>Further to the report from Cllr Gurney at the last meeting, Persimmon has submitted 3 planning applications:</p> <p>2024/3500</p> <p>2024/3501</p> <p>2024/3510</p>

	<p>The deadline for response is 18th and 19th December respectively, however, a request has been made to the planning officer responsible for these application for an extension into the new year to allow for meaningful consultation with parishioners.</p> <p>The Parish Council could hold a public meeting on Monday 6th January at the community centre, in a similar manner to that held about the Jarrolds plans. A formal response can then be submitted to the planning authority by close of business on 8th January.</p> <p>Confirmation of this extension has yet to be received.</p>
Public Toilets	No matters to report.
Litter & Dog Waste Bins	<p>Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council.</p> <p>Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'.</p> <p>Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered. The location of existing litter and dog bins has been mapped and the cost and permitted types of extra bins has now been obtained.</p> <p>At the recent Town and Parish Summit hosted by Broadland and South Norfolk Councils, the department responsible for the dog and litter bins advised that there would be a paper going to Cabinet in March to help clarify the situation be the District and parish councils.</p>
Bus Shelters	A second parish partnership funding application has been submitted for a bench seat for the bus shelter opposite Hellesdon Hospital.
Benches	No matters to report
War Memorial	No matters to report
Highways	<p>The parish partnership applications for the parish gateway for Reepham Road and the bench seat for the bus shelter have been submitted. The Parish Council will be informed in March 2025 if the applications have been successful.</p> <p>An email has been sent to Norfolk County Council about an update to the funding for a pedestrian crossing for the Cromer Road, between Meadow Way and Fifers Lane.</p>
Staffing	Agenda item
Street Lighting	<p>Broadland Council has been collating the information requested by the Parish Council about street lighting in Hellesdon. It is being held up by a damaged light on Links Avenue, having been damaged during development stage of application 2022/0348.</p> <p>The development created a more open front driveway, of which will be obstructed should the street light be replaced. There has been resistance to the finding of the moving of the street light.</p>
Events	<p>Nominations close for the Community Hearts award on 29th November.</p> <p>The senior citizens Christmas Party is on Saturday 7th December. Volunteers welcome.</p>

	A bar will be run for Drag Bingo for 13 th December. The temporary license has been granted and the stock will be ordered shortly.
Meeting Dates	12 th December 2024 – PP&R (primarily to discuss the budget). 6 th January 2025 - single agenda item to discuss Persimmon applications. 14 th January 2025 – full council
Health and Safety	No matters to report
Other Matters	A useful seminar was held by Norfolk County Council about safeguarding in the local community. Discussions occurred about how Parish Councils could potentially play their part with safeguarding, as they are located a grass roots and usually know their community better than principal authorities. This will be followed up in the new year. Volunteers from Norwich City College have been onsite decorating the Christmas Tree in the ML room.

**Minutes of the meeting of the Planning Committee held on
 Tuesday 12th November 2024 at 6:15pm in
 Hellesdon Community Centre, Wood View Road, Hellesdon**

PRESENT:

Cllr I. Duckett
 Cllr R. Forder (Chaired the meeting)
 Cllr S. Holland (from 6.20pm)
 Cllr D Maidstone

Also In Attendance: Mrs F. LeBon (Clerk to the Council) and Mr H. Clark (Deputy Clerk)

1. Apologies and acceptance for absence

Apologies were received from Cllr G. Britton and Cllr R. Sear.

2. Election of Vice Chairman

Erroneous agenda item. Not required.

3. Declarations of Interest and Dispensations

None made.

4. To Approve the Minutes of the Committee Meeting held on 22nd October 2024

Minutes of 22nd October 2024 had been previously circulated. The minutes were **AGREED** and signed as a true and accurate record of the meeting.

5. Public Participation

No matters raised.

6. Planning Outcomes

The report was previously circulated and **NOTED**.

7. Planning Applications for Consideration

The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/3049 – Unit 4 Hellesdon, Norfolk, NR6 5DH Continued use of building for purposes within Class E	No objections.
2024/2697 – 9 Bush Road, NR6 6UF Erection of rear conservatory.	No objections.

Approved.....

Date.....

<p>2024/3157 27 Links Close, NR6 5PJ</p> <p>Single storey rear extension and external alterations.</p>	<p>No objections.</p>
<p>2024/3276 127 Middletons Lane, NR6 5SQ</p> <p>Erection of single storey rear extension in place of existing rear garden room.</p>	<p>No objections.</p>
<p>2024/3234 28 Drayton Wood Road, NR6 5BY</p> <p>Single storey rear extension</p>	<p>No objections.</p>

8. Items for the Next Agenda

The Clerk reported that it was hoped that Bidwells would be in attendance at the next full council meeting to discuss their proposals for the hospital development.

9. Date, time and venue of next meeting

Next meeting will be held on Tuesday 26th November 2024 at 6.15pm.

The meeting closed at 6.34pm.

DRAFT

Approved.....

Date.....

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 Hellesdon Community Cafe Committee meeting
Tuesday 19th November 2024 at 7pm
at Hellesdon Parish Council Chamber, Diamond Jubilee Lodge**

Present

Cllr S. Smith (Chair of committee)
Cllr R. Forder
Cllr M. Hicks

Also in attendance:

Mrs F. LeBon (Parish Clerk)

Welcome

The Chairman opened the meeting at 7pm and thanked everyone for attending.

1. Apologies and Acceptance for Absence

Apologies were received from Cllr L. Douglass, Cllr S. Gurney and Cllr B. Johnson.

2. Declarations of Interest and Dispensations

None raised.

3. To Agree the Minutes of the Meeting of 20th March 2024 as a True and Accurate Record of the Meeting.

The draft minutes had been circulated and were **AGREED**. The minutes were signed as a true and accurate record by Cllr Smith.

4. Public Participation

There were no members of the public in attendance.

5. To Receive Community Café Survey Results

A survey was conducted in the community café from 22nd April to 14th May 2024. 108 responses were received and the results of the survey were presented to the committee.

The results of the survey were very positive and were complimentary of the staff and the service provided. The overwhelming area for improvement was to have more tables. It was noted that this had to be balanced with the staffing of extra covers.

The Clerk advised that there is a volunteer in place for Tuesdays, Thursdays and Fridays. It was only Wednesdays that required volunteer assistance.

It was **AGREED** to trial using oblong tables to try to facilitate more tables in the café.

More photos are to be placed on social media promoting the café.

It was **AGREED** that the thanks of the committee should be passed to the café staff for the excellent level of service they provide to the community.

1

Approved.....

Date.....

Hellesdon Community Café Committee 19th November 2024

6. To Receive Stock Taker Reports for the Community Cafe

The stock taker reports were circulated to members. A lower level of stock was held onsite which was positive, although it was noted that there had to be a balance between holding a minimal level of stock and risking running out.

Whilst onsite, the stock taker did a spot check of food items and noted that all food was stored correctly and there were no out of date items.

The gross profit had fallen slightly from 47.5% to 44.7%. The stock taker advised that this was low for a café, however due to the nature of the business there is very little that can be done to improve the gross profit, with the exception of opening more to achieve economies of scale, or amending prices.

The reports were **ACCEPTED**.

7. To Agree Café Budget for 2025/2026

Concerns were raised about the impact of the recent budget on the café. Along with general food inflation, the increase of minimum wage and the changes in employer's national insurance are likely to fundamentally impact the suppliers of the café and it is anticipated that these costs will have to be passed on to the cafe.

Price changes were **AGREED** from 1st April 2025 as follows:

Drinks

Hot Drinks to increase by 20p

Cold Drinks to increase by 10p

Sweet Treats

All to remain the same but increase the regularity of small cakes (eg: fairy cakes) being sold for £1

Savouries

Sausage rolls and crisps to remain the same

Cornish pasties and cheese and onion slices to increase by 10p

Breakfast

Bacon sandwich to increase to £2.70

Full English to increase to £4.50

Scrambled egg on toast to increase to £2.70

Beans on toast to increase to £2.50

Toast and porridge to remain the same

Toast or porridge with jam to increase to £1.40

Jacket Potatoes

With butter – increase to £3.50

With beans – increase to £4.00

With cheese – increase to £4.00

With coleslaw – increase to £4.00

With Tuna mayo – increase to £4.75

Extra toppings – increase to 70p

Sandwiches

Sandwiches – increase to £3.75

Toasties – increase to £4.00

Paninis – increase to £4.50

Kids sandwich meal – no increase

Others

Soup with bread – increase to £3.00

Quiche with salad – Increase to £3.75

2

Approved.....

Date.....

Hellesdon Community Café Committee 19th November 2024

Ham, egg and chips – increase to £4.00

Bowl of chips – increase to £1.75

The draft budget had been circulated, and it was **AGREED** to amend the income based upon the previously discussed price rises. The budget was **AGREED** as follows:

	23/24 Budget	23/24 Actual	24/25 Budget	Actual to 30/09/24	Predicted to 31/03/25	Total to 31/03/25	Proposed Budget 25/26
INCOME							
Café Turnover	£25,000.00	£30,645.00	£36,000	£23,934.00	£16,000.00	£39,934.00	£41,000.00
	£25,000.00	£30,645.00	£36,000.00	£23,934.00	£16,000.00	£39,934.00	£41,000.00
EXPENDITURE							
Ingredients	£11,115.00	£13,923.00	£21,240.00	£11,723.00	£11,000.00	£22,723.00	£23,500.00
Consumables	£0.00	£1,352.00	£1,750.00	£250.00	£500.00	£750.00	£750.00
Cleaning Materials	£0.00	£355.00	£150.00	£23.00	£75.00	£98.00	£150.00
Equipment Repair / Maintenance	£0.00	£11.00	£0.00	£143.00	£50.00	£193.00	£200.00
Community Fridge	£0.00	£437.00	£282.00	£119.00	£100.00	£219.00	£250.00
	£11,115.00	£16,078.00	£23,422.00	£12,258.00	£11,725.00	£23,983.00	£24,850.00

8. To Receive Update on Community Fridge

It was reported that the community fridge has been allocated the following regular collections:

Tesco Fifers Lane (Monday eve).

Aldi Longwater (Tues am).

Lidl Aylsham Road (Friday am).

Aldi Larkman Lane (Sat am).

Aldi Longwater (Sun am).

The impact on staff of the collection schedules was discussed.

The abuse of the community fridge was discussed, but this is outweighed by the good it does. It was **AGREED** that the thanks of the committee should be passed to the facilities team for supporting individuals with this project.

9. To Agree Christmas Arrangements for the Community Café

The following was **AGREED** for the community café:

Day / Date	Bank Holiday?	Recommendation Accepted by Committee
Monday Dec 23rd	Working Day	Monday is usually the food prep day. Recommend café is closed as there will be very limited business on 24 th and 27 th

3

Approved.....

Date.....

Hellesdon Community Café Committee 19th November 2024

Tuesday Dec 24 th	Working Day	As above, too limited business to warrant opening and a prep day. Recommend café is closed
Wednesday Dec 25 th	Bank Holiday	Café Closed
Thursday Dec 26 th	Bank Holiday	Café Closed
Friday Dec 27 th	Working Day	As 23 rd and 24 th , recommend café is closed
Monday Dec 30 th	Working Day	Open for a prep day
Tuesday Dec 31 st	Working Day	Café can open – bookings in the community centre.
Wednesday Jan 1 st	Bank Holiday	Café closed
Tuesday Jan 2 nd	Working Day	Café open as normal
Wednesday Jan 3 rd	Working Day	Café open as normal

These dates should be put up in the café in advance so customers are aware.

Discussions occurred as to team building and appreciation of the Parish Council staff in a difficult year. It was **AGREED** that Cllr Smith will speak to the Chairman about a small buffet Christmas lunch for staff.

10. Items for the next agenda

- Review feedback on pricing.
- Update on Christmas meals (how many bookings).
- Update on community fridge
- Review feedback on table arrangement. It was noted that some tables will need to be changed regardless to accommodate the fire door works to the ML room.

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

April 2025 to accommodate feedback on pricing. If urgent matters are required a meeting can be called sooner.

Meeting closed at 8.50pm

4

Approved.....

Date.....

Hellesdon Community Café Committee 19th November 2024

Item 10- Neighbourhood Plan

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

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 site specifics are appended to this report.

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 Parish Council’s consultant has put together the advantages and disadvantages to site allocation within the Neighbourhood Plan.

Advantages and disadvantages of allocating a site for residential development

Advantages	Disadvantages
<p>Offers some protection from windfall or speculative development which is contrary to the development plan.</p> <p>This is because speculative development that is contrary to the development plan can be given permission if the district council cannot demonstrate a 5-Year Supply of Housing Land. This is because in this situation the planning policies related to housing supply are given limited weight. Any NP that allocates for housing is protected from such speculative development for 5 years from the date the NP became part of the development pan. Note that the allocation will need to meet or exceed the indicative housing requirement from the district council, which is currently 0 (zero). [as yet no indication that this will change as a result of the recent NPPF consultation].</p> <p>Note that as the indicative housing requirement is 0, the allocation can be for just a small number of homes.</p>	<p>Increases the time taken to develop the NP. There are more tasks involved and this makes the process more complicated (see below). Some of these might not add greatly to the time as they can be carried out at the same time as other tasks. However, allocating a site, especially a large site, can trigger the need for a Strategic Environmental Assessment, and this has to be prepared once the draft plan is available. This will therefore add to the time taken. AECOM will do this at no cost to the Parish Council, but the Assessment can take 5-6 months and so this is time added onto the process.</p>
<p>Provides for a local housing need. The Housing Needs Assessment sets out the type of housing that</p>	<p>It is a more complicated process involving:</p>

Advantages	Disadvantages
<p>is needed locally. An allocation can help to deliver this by having a clear policy, which would specify the housing mix in terms of tenure, size etc.</p> <p>Meeting the local housing need can reduce the potential for speculative development.</p>	<ul style="list-style-type: none"> • A Call for Sites. • Engagement with landowners. • Assessment of sites against a range of criteria. • Potentially a Strategic Environmental Assessment (free with AECOM)
<p>More control over the design. Although a general design policy will help with any development, design codes specific to a particular site and included in the site policy will be more robust.</p>	<p>Potentially more controversial. This can mean:</p> <ul style="list-style-type: none"> • More opposition from some people during the consultation exercises, especially those adjacent to the proposed allocation. • A lower majority at the referendum. Typically, it can reduce the vote in favour of the NP from around 90% to around 80%. • All of this very much depends on the site being allocated.
<p>More control over where housing is delivered as the NP would be able to make a choice as to which site it prefers. The NP can decide which site works best for the local area.</p>	
<p>Able to have more control over planning gain matters, such as the type of open space that is provided on site (if it is a large site)</p>	
<p>Can specify infrastructure requirements, such as footpath/cycle links which provides for greater connectivity for both new and existing residents. Can also specify the landscaping and biodiversity improvements etc. This must be reasonable of course.</p>	

NB – this list was put together prior to the updated planning applications from Persimmon.

Hellesdon Neighbourhood Plan

Call for Sites

Site Submission Form

Closing date: 17th September 2024

FOR OFFICIAL USE ONLY	
Response Number:	
Date Received:	

This form is to be filled out by any interested parties who want to promote a site for specific use or development to be allocated in the Hellesdon Neighbourhood Plan.

The call for sites will run for 4 weeks between 20th August and 17th September.

Only one form should be submitted for each individual site i.e., it is not necessary for a separate form to be completed for each landowner on a single site in multiple ownerships. However, a separate form must be completed for each individual site submitted.

Forms can be submitted by email to clerk@hellesdon-pc.gov.uk

Forms must be received by **Tuesday 17th September 2024**

Or if it is not possible to submit the form electronically, hard copy forms can also be sent to:

Faye LeBon – Clerk to Hellesdon Parish Council
Diamond Jubilee Lodge
Wood View Road
Hellesdon
Norwich
NR6 5QB

The site submissions received as part of the Hellesdon Neighbourhood Plan Call for Sites will be published and made available for public viewing. By submitting this form, you are consenting to the details about you and your individual site(s) being stored by Hellesdon Parish Council and potentially shared with Broadland District Council, and that the details of the site will be published for consultation purposes. Under the (GDPR) General Data Protection Regulation Hellesdon Parish Council will be the data controller.

1a. Contact details	
Title	Mr
First name	Matthew
Last name	Thomas
Job title (where relevant)	Senior Planner
Organisation (where relevant)	CODE Development Planners Ltd
Address	17 Rosemary House Lanwades Business Park Kentford
Postcode	CB8 7PN
Telephone number	01223 290139
Email address	matthewthomas@codedp.co.uk

1b. I am... (please tick)	
Owner of the site	Parish/Town Council
Developer	Community group
Land agent	Local resident
Planning consultant ✓	Registered Social Landlord
Other (please specify):	

1c. Client/landowner details (if different from question 1a)

Title	
First name	
Last name	
Job title (where relevant)	
Organisation (where relevant)	Jarrold (St James) Ltd
Address	
Postcode	
Telephone number	
Email address	

2. Site details	
<p>Site location/address and postcode</p> <p>Please include as an attachment to this response form a location plan of the site on a scaled OS base with the boundaries of the site clearly shown.</p>	<p>Land to the rear of Heath Crescent</p> <p>Please refer to location plan (drawing number CH17/LBA/455/LP-1-100)</p>
Grid reference (if known)	
Site area (hectares)	2.18ha

3. Site ownership		
3a. I (or my client)...		
Is the sole owner of the site. ✓	Is a part owner of the site.	Does/does not own (or hold any legal interest in) the site whatsoever
3b. Please provide the name, address and contact details of the site's landowner(s) and attach copies of all relevant title plans and deeds (if available). Jarrold (St James) Ltd (c/o agent)		
3c. If the site is in multiple landownerships do all landowners support your proposal for the site?	Yes	No
3d. If you answered No to the above question, please provide details of why not all of the site's owners support your proposals for the site.		

4. Current and most recent land uses

4a. What is the current use of the site?

The site closed in August 2016.

4b. Has the site been previously developed?

Yes

No

✓

4c. Describe any previous uses of the site.

Please provide details of any relevant historic planning applications, including application numbers if known.

The site was previously the site of Jarrold Sports and Social Club comprising a bowls green, two tennis courts, one playing field and a pavilion/changing rooms.

5. Proposed future uses

5a. Please provide a short description of the development or land use you propose.

Residential development of circa 50 dwellings with associated infrastructure.

5b. Please provide further details of your proposal, including details on the number of houses and the proposed floorspace of commercial buildings etc.

Circa 50 dwellings

5c. Please describe any benefits to the local area that the development of the site could provide.

The development of the site would provide a mix of housing contribute towards meeting local needs, would provide public access to the site including access to formal and informal recreation provision and improve sustainable links in the parish through the provision of footpaths and cycleways.

6. Suitability - Site features and constraints

6a. Are there any features of the site? or limitations that may constrain development on this site (please give details)

No

6b. Site access: Is there a current means of access to the site from the public highway, does this access need to be improved before development can take place and are there any public rights of way that cross or adjoin the site?

The site is currently served by a dedicated access to Heath Crescent, however the proposed development of the site would include a new access via Prince Andrew's Road.

There is currently no public access to the site.

6c. Topography: Are there any slopes or significant changes in levels that could affect the development of the site?

No

6d. Constraints: is the site affected by flood risk, drainage, contamination, biodiversity, heritage or other constraint or risk which could constrain its development in whole or part?

The characteristics and features of the site do not impact on development of the site for new homes and associated infrastructure.

6e. Utilities: Does the site have access to key utilities? Will provision need to be made or capacity created or reinforced to enable development? (mains water supply, mains sewerage, electricity supply, gas supply, broadband internet)

6f. Neighbouring land uses: What are the neighbouring land uses, and/or are there any existing buildings on the site?

The site is surrounded on three sides by residential development. The Union Park employment area is located to the east of the site. There is one building currently on the site that provided changing room facilities when the site was in use.

7. Availability

7a. Please indicate when the site could be made available for the land use or development proposed.

The site could come forward for development immediately.

7b. Please give reasons for the answer given above.

The landowner has undertaken technical assessments through the GNLP process to establish the site could accommodate residential development.

8. Market interest

8. Please choose the most appropriate category below to indicate what level of market interest there is/has been in the site. Please include relevant dates in the comments section.

	Yes	Comments
Site is owned by a developer/promoter		
Site is under option	✓	
Enquiries received		
Site is being marketed		
None		
Not known		

9. Viability			
<p>9a. You acknowledge that there are likely to be policy requirements and developer contributions to be met which will be in addition to the other development costs of the site (depending on the type and scale of land use proposed). These requirements are likely to include but are not limited to: Affordable Housing, sports pitches and children’s play space.</p> <p>A Playing Pitch Needs Assessment has been prepared based on the Playing Pitch Strategy Assessment Report for Broadland District Council, August 2022 which demonstrates that there is not need for formal playing pitches as part of the development of the site.</p>			-
	Yes	No	Unsure
<p>9b. Do you know if there are any abnormal costs that could affect the viability of the site e.g., infrastructure, demolition, or ground conditions?</p>		✓	
<p>9c. If there are abnormal costs associated with the site please provide details:</p>			
	Yes	No	Unsure
<p>9d. Do you consider that the site is currently viable for its proposed use taking into account, any and all current planning policy and other abnormal development costs associated with the site?</p>	✓		

9e. Please attach any viability assessment or development appraisal you have undertaken for the site, or any other evidence you consider helps demonstrate the viability of the site.

10. Other Relevant Information

10a. Please use the space below for additional information or further explanations on any of the topics covered in this form

Please refer to the position statement submitted with this form.

11. Disclaimer

I understand that:

Data Protection and Freedom of Information

The Data Controller of this information under the General Data Protection Regulation (GDPR)2018 / Data Protection Act 1998 will be Hellesdon Parish Council. The purposes of collecting this data are:

- to assist in the preparation of the Hellesdon Neighbourhood Plan
- to contact you, if necessary, regarding the answers given in your form
- to evaluate the development potential of the submitted site for the uses proposed within the form.

The Site Submission Forms received as part of this Hellesdon Neighbourhood Plan Call for Sites will be published and made available for public viewing. By submitting this form, you are consenting to the details about you and your individual sites being stored by Hellesdon Parish Council, and the details being published for consultation purposes. Any information you consider to be confidential is clearly marked in the submitted response form and you have confirmed with the Council in advance that such information can be kept confidential as instructed in the Hellesdon Neighbourhood Plan Site Submission Guidance Notes.

Declaration

I agree that the details within this form can be held by Hellesdon Parish Council and that those details can be made available for public viewing and shared with the Broadland District Council, for the purposes specified in the disclaimer above.

Name

Matthew Thomas

Date

17.09.2024

1 Introduction

- 1.1 The following statement has been prepared on behalf of Jarrold (St James) Ltd the owners of the former Jarrold Sports and Social Club located to the rear of Heath Crescent. The site is bound to the north by Fifers Lane, an industrial estate to the east and residential dwellings along Heath Crescent and Prince Andrew's Road to the west and Prince Andrew's Close to the south.
- 1.2 The site comprises a single parcel of land with an area of 2.18ha and was previously used as a sports and social club for Jarrold's employees. Due to dwindling membership and the facility running at a loss, the site closed in August 2016. Redevelopment of the site would support the provision of new homes to serve the needs of the local community.
- 1.3 This submission has been prepared to accompany the call for sites submission form and is informed by a suite of technical evidence prepared by an appointed team of specialist consultants to identify potential constraints and opportunities to bring the site forward for residential development and inform the quantum of new homes that are deliverable across the site. This evidence has demonstrated residential development across the site is deliverable.

2 Site Description and Previous Uses

- 2.1 As described above the site was previously used by the Jarrold Sports and Social Club, a private facility. The site closed in August 2016 as a result of dwindling membership numbers and the facility operating at a loss financially. Since the close of the sport and social club Jarrold has continued to maintain the site as part of its property portfolio.
- 2.2 Reflecting the sites previous use the site currently accommodates a small building that provided changing facilities, a bowls green, tennis courts and area of grassland providing for a sports pitch. The site is secured by boundaries and fencing including gates that are locked.
- 2.3 In March 2018 Broadland District Council (BDC) received a nomination to list the site as an 'Asset of Community Value' (ACV). In May 2018 BDC issued their decision refusing the nomination as an ACV. The Councils' decision notice concluded that the site had never been used by the local community and it was not realistic to envisage that there would be community use on the site in future and therefore does not contribute to the social wellbeing or social interest of the community.
- 2.4 Since the decision it has remained the case that the site has not been available for use by the local community.
- 2.5 The site previously provided sports facilities in the form of a bowls green, two tennis courts and playing pitch for employees of Jarrold. Paragraph 103 of the National Planning Policy Framework (NPPF) states:



'Existing open space, sports and recreational buildings and land, including playing fields, should not be built on unless:

an assessment has been undertaken which has clearly shown the open space, buildings or land to be surplus to requirements; or

the loss resulting from the proposed development would be replaced by equivalent or better provision in terms of quantity and quality in a suitable location; or

the development is for alternative sports and recreational provision, the benefits of which clearly outweigh the loss of the current or former use.'

- 2.6 The Greater Norwich Growth Board (GNGB) accepted the Greater Norwich Physical Activity and Sports Strategy (PASS) in October 2022. The PASS was prepared to replace the 2014 Sports Facilities and Playing Pitches Study, which has previously informed decisions around sport and physical activity infrastructure.
- 2.7 The recommendations and strategies set out on the PASS have been informed by the Playing Pitch Strategies and Built Facilities Assessments for each of the Greater Norwich Authorities. The Playing Pitch Strategy Assessment Report for Broadland was prepared to update supply and demand information in the district and to serve as an evidence base to ensure future demand is catered for.
- 2.8 As part of the methodology in assessing supply and demand, Broadland was broken up into two separate sub areas for analysis, West Broadland and East Broadland. Hellesdon is located in the west sub analysis area. We believe the data contained with the Playing Pitch Strategy Assessment Report, coupled with the developments for sport pitches that have come forward since its publication can demonstrate the facilities provided by the site are surplus to requirements in accordance with NPPF paragraph 103(a).

3 Proposals for Development

- 3.1 Noise, surface water drainage, easements, arboriculture and ecological constraints and the opportunities created by accommodating and seeking enhancements have been considered by an architect in preparing “proving” layouts and demonstrate the site could deliver up to 50 residential dwellings and associated infrastructure. It has been demonstrated through the preparation these layouts that the development proposals would accord with the Recreational Provision in Residential Development SPD, April 2016 and other policies within the Broadland Development Management DPD, August 2015 (BDM-DPD).
- 3.2 Access to the site would be provide through the creation of a new junction onto Prince Andrew’s Road.

4 Hellesdon Neighbourhood Plan context

- 4.1 The Hellesdon Neighbourhood Plan 2017 – 2026 was adopted by BDC on 19 December 2017 and has since formed part of the development plan for the district and is one of the main considerations for determining planning applications in Hellesdon.



- 4.2 The plan period to 2026 was designed to match the Joint Core Strategy for Broadland, Norwich and South Norfolk (JCS). The Greater Norwich authorities which includes Broadland District adopted the Greater Norwich Local Plan (GNLP) in March 2024 which superseding the JCS and updated the strategic policy context for the districts. Against this change in policy context and with the Neighbourhood Plan 2016 – 2026 due to expire in 2026 Hellesdon Parish Council has agreed to commence preparation of a new neighbourhood plan.
- 4.3 National Planning Practice Guidance (PPG) explains '*Neighbourhood planning provides the opportunity for communities to set out a positive vision for how they want their community to develop over the next 10, 15, 20 years in ways that meet identified local need and make sense for local people. They can put in place planning policies that will help deliver that vision or grant planning permission for the development they want to see.*' (Paragraph: 003 Reference ID: 41-003-20190509 Revision date: 09 05 2019).
- 4.4 At this stage the scope of the emerging neighbourhood plan is not clear, but PPG advises that a neighbourhood plan should contain polices for the development and use of land. The HNP 2017 – 2026 did not make any allocations for land use across the parish. Given the context of the ongoing call for sites exercise it appears HPC intends to make allocations for a range of land uses including housing, employment, business use, leisure and other forms of development through the neighbourhood plan review.
- 4.5 Whilst the HNP2017 – 2026 does not contain allocation it does identify the submission site within Project 1: Enhanced Parks and Open Space. The project seeks to improve the quality and diversity of existing parks and opens spaces throughout Hellesdon through inter alia, securing the use of Jarrold's Sport Ground/Heath Crescent for the local community.
- 4.6 In order for a neighbourhood plan to be brought into force it must satisfy the basic conditions as set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990. Included in the basic conditions is the requirements for the neighbourhood plan to be prepared in general conformity with the strategic policies contained in the development plan for the area of the authority, in this case the GNLP.
- 4.7 The GNLP provides a strategy to meet the (NPPF) objective to deliver locally prepared development plans to provide sufficient housing and other development in a sustainable manner. Paragraph 8 of the NPPF explains; '*In order to achieve sustainable development, the planning system has three overarching objectives, which are interdependent and need to be pursued in a mutually supportive way (so that opportunities can be taken to secure net gains across each of the different objectives);*
- a) *an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;*
 - b) *a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future*



generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and

c) an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.'

4.8 To deliver sustainable development the GNLP has identified the fringe parishes, including Hellesdon, around Norwich urban area as a key location to support sustainable housing and employment growth. These areas contain substantial communities located in residential areas with the benefits of being accessible to the services, facilities and employment that are located in the fringe parishes and in the city centre. The area fringe parishes also have the advantage of being located near to the countryside which adds to its attraction. This proximity makes the area attractive both as a place to live and for the location of employment (paragraph 342, pg. 104, GNLP Document 1 – The Strategy).

4.8 Beyond the need for general conformity with strategic policies it is acknowledged that the neighbourhood plan is to be prepared to meet identified local needs for local people. The PPG explains, "*Proportionate, robust evidence should support the choices made and the approach taken. The evidence should be drawn upon to explain succinctly the intention and rationale of the policies*" (Paragraph: 040 Reference ID: 41-040-20160211, Revision date: 11 02 2016).

4.9 The GNLP identifies that it will meet its housing needs through, inter alia, the provision of windfall sites. This site would be classed as a windfall site. Furthermore, the GNLP does not allocate new sites for the provision of playing pitches or sport and recreation in Hellesdon. A Playing Pitch Needs Assessment has been prepared on behalf of Jarrold (St James) Ltd based on the Playing Pitch Strategy Assessment Report for Broadland District Council, August 2022 which demonstrates that there is no need for formal planning pitches as part of the development of the site. Therefore, it is plausible that Hellesdon Parish Council could publish evidence to support the identification of the site for other uses than housing within its neighbourhood plan review.

4.10 We believe the development of the site for residential use would deliver the type of sustainable housing the NPPF seeks to promote, conform with the strategic policies set out in the GNLP and contribute to local housing needs.

5 **Site Specific Benefits and Gains**

5.1 The residential development of the site would contribute to the delivery of sustainable development as well as providing a number of additional benefits detailed below.

5.2 **Housing provision**

5.2.1 The technical work undertaken has supported the preparation of proving layouts for the site which provide an indicative housing mix. It is shown that the site could provide a mix of accommodation, both market and affordable in a range of house types to support the needs of the local community.



Indicative layouts suggest the site could accommodate a mix of bungalows, flats and housing. This formed the basis of a recent pre-application public consultation with the Hellesdon Parish Council/local community undertaken by the developer holding the option.

5.3 **Public access**

5.3.1 As described in section 2 of this submission, the site is currently secured by boundary fencing and locked gates and does not provide access to the community. The development of the site for residential development would allow access to the community for use of the formal and informal areas of open space as well as improved permeability across the site. The development of the site would allow for the potential delivery of a public footway/cycleway connecting Prince Andrew's Road to Fifers Lane.

5.4 **Ecological enhancements**

5.4.1 The site is largely classified as modified grassland habitat accounting for the area of the former sports pitch which Jarrold continues to manage through the implementation of a mowing regime. Ecological assessments have indicated that, through the delivery of appropriate mitigation and enhancement features the development of the site for residential development offers an opportunity to increase the ecological value of the site, which would provide benefits to local biodiversity.

5.4.2 On 12 February 2024 the government brought into force legislation introducing the mandatory provision of a 10% net gain in biodiversity for all major developments. The focus of the legislation is on the creation and enhancement of habitats. Any development proposal for the site would be required to deliver the necessary biodiversity net gain as required by the legislation securing further ecological enhancement.

6 **Suitability, availability and achievability**

6.1 **Suitable**

6.1.1 National Planning Practice Guidance (PPG) advises that a site or broad location can be considered suitable if it would provide an appropriate location for development when considered against relevant constraints.

6.1.2 In our view the site should be considered suitable for residential development having regard to the site's location in the urban fringe parish of Hellesdon and proximity to existing services, facilities and employment opportunities.

6.2 **Availability**

6.2.1 A site can be considered available for development, when, on the best information available there is confidence that there are no legal or ownership impediments to development. The landowners are willing parties and prepared to make the land available for residential development.



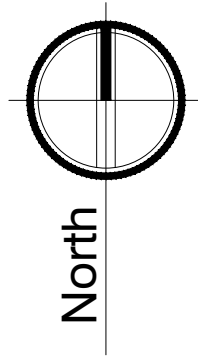
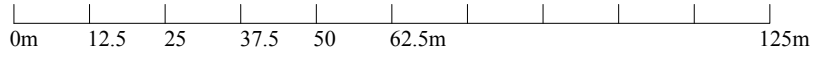
6.3 **Achievability**

6.3.1 The PPG advises that a site can be considered achievable for development where there is a reasonable prospect that development on the site will occur at a particular point in time. This is essentially a judgement about the economic viability of a site. At this stage of the process and based on the available information the landowners consider that development of the sites is achievable.

7 **Conclusions**

7.1 The site should be considered for allocation for new homes within the review of the Hellesdon Neighbourhood Plan. Other uses for the site would not be supported by proportionate, robust evidence as required by national planning guidance in relation to the preparation of neighbourhood plans.

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ALL WORKS TO COMPLY WITH CURRENT CDM REGULATIONS AS APPROPRIATE. IT IS THE CLIENT'S RESPONSIBILITY TO FULLY COMPLY WITH THE CDM 2015 REGULATIONS INCLUDING APPOINTING A PRINCIPAL DESIGNER AND PRINCIPAL CONTRACTOR FOR PROJECTS WITH MORE THAN ONE CONTRACTOR ON SITE.

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Fenland District Council
Building Design Awards
 Building Excellence in Fenland
 Category Winner 2013



L BEVENS ASSOCIATES LTD ARCHITECTS The Doghouse, 10 Cricketers Way, Chatteris, Cambridgeshire. PE16 6UR Tel: 01354 693969  Mob: 07739 562818	Project Former Jarrold's Sports and Social Club, Heath Crescent, Norwich	Title Location Plan	Scale	Date	Drawn	Checked
			1:1250 @ A3	Dec. 2017	LB	
			Drawing Number			Revision
			CH17/LBA/455/LP-1-100			

Meeting of Hellesdon Parish Council

10th December 2024

Item 11 – Consultations

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

The government is consulting on remote access and proxy voting at meetings. A copy of the consultation is appended. Firstly, the Parish Council will need to decide whether it will respond as a corporate body. If it is to respond as a corporate body, could the 13 questions in the consultation please be considered in this meeting.

Individuals may also respond to this consultation in their position as parish councillors. The link to the consultation can be found here: <https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

Members of the public may also respond, and should be encouraged to do so.

This consultation closes on 19th December



Ministry of Housing,
Communities &
Local Government

Open consultation

Enabling remote attendance and proxy voting at local authority meetings

Published 24 October 2024

Applies to England

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Scope of this consultation

Topic of this consultation

This short consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.

Scope of this consultation

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and vote by proxy in certain circumstances.

If any changes to legislation are made as a result of this consultation, they would only apply to local authorities in England, meaning:

- a county council
- a unitary authority
- a London borough council
- a district council
- the Common Council of the City of London
- the Greater London Authority
- the Council of the Isles of Scilly
- a parish council
- a joint board continued in being by virtue of section 263(1) of the 1972 Act
- a parish meeting constituted under section 13 of the Local Government Act 1972
- Transport for London, Para.5 of Schedule 10 of the GLA 1999 allows the GLA to regulate its own procedures and committees
- an authority established under section 10 of the Local Government Act 1985
- a joint authority established under Part 4 of the Local Government Act 1985
- a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004
- a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009

- a combined county authority established under section 9 of the Levelling Up and Regeneration Act 2023
- a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act
- a National Park authority as referenced at section 184 of the LGA 1972 and/or established under section 63 of the Environment Act 1995
- the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988
- a conservation board established under section 86 of the Countryside and Rights of Way Act 2000
- a police and crime panel established under section 28 of the Police Reform and Social Responsibility Act 2011

Geographical scope

The questions in this consultation apply to all relevant local authorities in England as defined above.

They do **not** apply to authorities in Wales, Scotland or Northern Ireland.

Impact assessment

If any policy changes are made following this consultation they will be subject to appropriate assessment. No impact assessment has been conducted at this time.

Basic information

This is an open consultation. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; all relevant local authorities defined above; and those bodies that represent the interests of local members/representatives at all levels.

Body/bodies responsible for the consultation

The Local Government Capability and Improvement Division in the Ministry of Housing, Communities and Local Government is responsible for conducting this consultation.

Duration

This consultation will last for 8 weeks from 24 October 2024.

Enquiries

For any enquiries about the consultation please contact:
remoteattendanceconsultation@communities.gov.uk

How to respond

You can only respond to this consultation through our online consultation platform, Citizen Space. [Respond via Citizen Space](https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting) (<https://consult.communities.gov.uk/local-government-standards-and-conduct/remote-attendance-and-proxy-voting>).

Ministerial foreword

The government has set out its intention to reset the relationship between central and local government as partners in delivering better outcomes for the communities we collectively represent. Key to this is supporting the sector to modernise democratic engagement, raise standards and widen the range of candidates standing for council by removing unnecessary barriers.

The attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the

opportunity to engage directly with the people they have elected to take key decisions on their behalf.

At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.

The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.

In addition, we are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.

In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation seeks your views on the detail and practical implications of this proposition to inform our ongoing policy development.

Who we would like to hear from

Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations. We are also particularly keen to hear from those members of the public who have point of view based on their interest in accessing local democracy in their area or standing as a candidate for local government at any tier to represent their local community at some future point.

Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4a

If you answered No please use the free text below

[Free text box]

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time

- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

- a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

Should not be considered because

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

About this consultation

This consultation has been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the UK General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic

confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex A.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure) (<https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/complaints-procedure>).

Annex A: Personal data

The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018. Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for

statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

We use a third-party platform, Citizen Space, to collect consultation responses. In the first instance, your personal data will be stored on their secure UK-based servers.

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for 2 years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a) to see what data we have about you
- b) to ask us to stop using your data, but keep it on record
- c) to ask to have all or some of your data deleted or corrected
- d) to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/> (<https://ico.org.uk/>), or telephone 0303 123 1113.

7. Your personal data will not be sent overseas

8. Your personal data will not be used for any automated decision making

9. Your personal data will be stored on a secure government IT system

Your data will be transferred to our secure government IT system as soon as possible after the consultation has closed, and it will be stored there for the standard 2 years of retention before it is deleted.

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Meeting of Hellesdon Parish Council

10th December 2024

Item 11 – Consultations

b) To Consider Response to Consultation on the Yellow Pedalway

Further to the Parish Council considering this matter, the consultation has been updated to reflect an alternative plan. The information and plans are appended to this report, and reflect the Parish Council's views that the pedalway should be on the Hellesdon side of the Cromer Road.

In addition to this, there is a proposed extension between the Holt Road and Bush Road to enable access to Middletons Lane.

View from Bush Road (land owned by Carter Farms and part of the allotment site):



The exit onto Holt Road is over land owned by Norfolk County Council Highways.

An informal meeting has been held with the landowner to establish whether they would be open to the permanency of a part of the highway being on their land. The initial thoughts of the landowner are that an extension of the pedalway is supported in principle, however, they are reluctant to transfer the land to highways or have a permanent feature on their land. They would rather see an amendment to the Parish Council's lease with landowner to support the project. This has been left with Norfolk County Council's solicitors to see how this can be done.

The consultation closes on 15th December



Your Ref:
Date: Friday 22 November 2024

My Ref: PEA039/ID/DG/KP/02
Tel No.: 0344 800 8020
Email: transportfornorwich@norfolk.gov.uk

Dear Residents and Businesses

Transport for Norwich: Consultation on proposals for an extension to Yellow Pedalway on Holt Road (A140)

Norfolk County Council is asking for feedback on revised proposals for an extension to one of Norwich's cycle-friendly routes, known as the Yellow Pedalway.

The aim of this project is to improve facilities for those walking, wheeling (using wheelchairs or pushchairs) and cycling on the A140 Holt Road, between Amsterdam Way and the roundabout with the Broadland Northway (A1270). It also aims to increase the number of bus stops for people using public transport and improve safety for all road users by reducing vehicle speeds on this major route.

What's being proposed and why

We wrote to you about the project in August 2024 and invited you to take part in our consultation. We have now reviewed the feedback and revised the proposals from your suggestions. We're writing to let you know what's changed and how you can take part in our new consultation.

The major change in the revised proposals includes a continuous shared use path on the west side of Holt Road without having to cross Holt Road until the Amsterdam Way junction. Crossing facilities and public transport provision have also been improved and subject to land agreement, an additional link between the Yellow Pedalway and the wider Hellesdon estate will be created.

This table explains what changes we're proposing and the reasons behind them. The plans showing what the project could look like on the ground and a list of frequently asked questions are available on our website.

Item	Proposal	Reason for proposal
1	<p>Creating a continuous two-way, off carriageway route on the west side of the A140 Holt Road, between Amsterdam Way and the roundabout with the Broadland Northway (A1270) for people walking, wheeling and cycling. This includes:</p> <ul style="list-style-type: none"> • A new 3m-wide shared-use path, with a minimum 0.5m buffer, continuing to the Amsterdam Way/ Middletons Lane junction. Tied into the existing shared-use path on both the eastern and western sides of the roundabout. The existing informal crossing point at the splitter island would be widened to 3m. • Parking on the grass verges outside numbers 65 to 181 Holt Road will be prohibited. • 2 existing layby's on the west side of the A140 would also need to be removed. 	<p>To make the area safer and more accessible for those walking, wheeling or cycling. The new 3m-wide shared-use path will allow people walking, wheeling or cycling to carry out journeys to and from Horsford, to the west and Horsham St Faith to the east.</p>
2	<p>New bus stops (accessible, with tactile paving – two outbound from the city and two inbound to the city):</p> <ul style="list-style-type: none"> • Outbound bus stop in new layby will be located just before the Broadland Northway roundabout. • On carriageway outbound bus stop will be located near 89/91 Holt Road. • Inbound bus stop in new layby (subject to land availability) will be located opposite The Nest access, with a 2.2m wide pedestrian refuge created to enable crossing of the A140. • On carriageway inbound bus stop will be located on the approach to the Amsterdam Way/ Middletons Lane junction. 	<p>To increase the number of bus stops that serve the area and improve public transport services.</p>
3	<p>Shared use path to be installed between Holt Road and Bush Road. (Subject to land purchase/agreement).</p>	<p>Linking the yellow pedalway with quieter neighbourhood cycling routes to improve access for those walking, wheeling and cycling. across the large Hellesdon estate.</p>

Item	Proposal	Reason for proposal
4	Upgrade the existing crossings and pathways at the Holt Road/ Amsterdam Way/ Middletons Lane junction. <ul style="list-style-type: none"> • Installation of shared use path at the junction. • Traffic signals to be upgraded to include 3.5m central refuge at Holt Road and Amsterdam Way • New single stage toucan crossing on Middletons Lane. • Provide dropped kerb for cycle access to/from the shared use paths. 	To allow people walking, wheeling and cycling to cross Holt Road, Amsterdam Way and Middletons Lane safely and those cycling the option to join the shared use paths or rejoin the carriageway. The new crossing will include tactile/textured paving to improve accessibility for visually impaired people.

How to comment

There are two ways to comment on the consultation:

- Visit www.norfolk.gov.uk/holtroad where you can view plans of the project, get full details of the proposals, FAQs and complete our online survey to share your views.
- Ask for a hard copies by calling or emailing us using the details at the top of this letter. Large font and other formats are available on request.
- All comments must be received by Sunday 15 December 2024.

Next steps

We will carefully consider all responses ahead of advertisement of the formal Traffic Regulation Orders needed to deliver the project. This will be done in consultation with the local county council member and cabinet member, as appropriate. A separate consultation will follow should any street trees require removal, detailing full mitigation plans for replacement. The webpage above will be kept up to date with the latest information.

If approved for construction, work would commence in Summer 2025.

Background

The overall budget for this project is around £1.9m, with funding coming from the Greater Norwich Growth Board’s Infrastructure Investment Fund, the Department for Transport’s Transforming Cities Fund and Norfolk County Councils Local Transport Plan.

Yours faithfully,

Transport for Norwich



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 and ask for Transport for Norwich or textphone 0344 800 8011 and we will do our best to help.

PEA039 – Frequently Asked Questions

General

Why is this scheme needed?

There is an existing shared use facility connecting the A1270 Broadland Northway to the Cromer Road roundabout, heading inbound towards the city centre. However, this route terminates just south of the roundabout where cyclists must join the busy A140, which is currently a 60mph speed limit. There is also no safe walking route between the Cromer Road roundabout and residential properties in Hellesdon and local residents have previously called for this link to be provided.

Horsham St Faith and The Nest Community Hub are within cycling distance of the city but are cut-off by the lack of any cycling infrastructure that would enable cyclists to avoid sharing space with heavy traffic on A140 Holt Road.

Improving cycling links between the rural communities north of Horsford and Norwich City centre whilst linking key destinations along its route including The Nest Community Hub, Airport Park & Ride and the Airport Aviation Academy, was identified as a priority in Norfolk County Council's Local Cycling and Walking Infrastructure Plan for Greater Norwich (consulted on in July 2021).

How much will the scheme cost and how will it be funded?

The Yellow Pedalway Extension has an estimated budget of £1.9 million. Most of this funding (£1.6 million) has come from the Greater Norwich Growth Boards Infrastructure Investment Fund. The remaining funding has been supplied by Transforming Cities Funding and local sources.

Other funding has been allocated to this scheme to upgrade the traffic signals at the Holt Road/Amsterdam Way junction and to resurface the existing footway outside of the residential properties.

Can the money be spent on something else?

The funding can only be spent on this project and cannot be used to fund other frontline council services or initiatives.

Driveways and parking

Will access to my driveway be affected?

All driveway accesses will remain; however, residents should be aware pedestrians and cyclists will have priority over vehicles entering or existing driveways.

Why is verge parking being prohibited?

While there is technically some space for parking on the verges adjacent to the shared use path this would still generate potential obstructions, depending on the size of vehicles and how they are parked, as well as further safety concerns regarding car doors opening into both the path and carriageway.

Where are vehicles expected to park?

All properties have driveways and two large layby parking areas have been retained within the proposed design.

What about deliveries?

Vehicles temporarily visiting properties would be expected to park in the existing laybys.

Cycling

What is a shared use path?

A shared path is designed for all types of users including walking, wheeling (pushchair, wheelchair and scooter users) and cyclists. Shared paths may be identified by signs showing a white bicycle and pedestrian on a blue background.

How does this path link to the Yellow Pedalway route?

The proposed infrastructure will terminate at Amsterdam Way and signs will be provided to direct users to the new airport link road via Liberator Road which will be upgraded and widened to enable two-way pedestrian, cycle and bus travel. Construction of the link road is expected to start early in the new year subject to the necessary legal processes being completed.

Will it be mandatory for cyclists to use the shared use path?

It will not be mandatory for cyclists to use the shared use facility but the majority of cyclists travelling along the A140 Holt Road will use it due to the improved safety it provides versus cycling on the main carriageway.

Why are you not building a separate cycle path inbound from the A1270 Broadway Northway roundabout?

There is insufficient space to install a path on both sides of the Holt Road and due to a lack of safe places to cross this busy main road and feedback from the public in the first consultation suggested it would be better placed on the other side of the carriageway.

However, the proposed 3m shared use path on the western side of Holt Road will allow cycling in both directions and the crossing facilities near the Broadland Northway will be upgraded to allow users to access the proposed path from the existing shared use facilities on both sides of the Broadland Northway roundabout.

Why is dropped kerb cycle access only proposed on one side of Amsterdam Way?

The proposed access on the northern side of the junction (item J on plan 3 of the proposal) is to enable cycles crossing Holt Road via the Toucan crossing to rejoin the carriageway to travel into the airport estate.

For anyone cycling in the opposite direction, wishing to use both crossing facilities the shared use pavement approaching the junction would be tied into the existing shared use facility running from the mini roundabout on the southern side of Amsterdam Way.

Design & Streetlighting

How wide will the shared use path be?

The proposed shared use path will be at least 3m wide with a 0.5m buffer between the path and the carriageway. Where space is available around junctions the path will be widened further.

Why can't the path be wider, or users segregated?

To separate users a 5m wide path would be required. Whilst space is available within the existing highway boundary outside of the residential properties, this is not possible due to existing levels and drainage issues.

To achieve a 5m path on the northern section of the scheme significant third-party land acquisition from outside of the highway boundary would be required, this is not possible due to budget constraints.

Will additional streetlights be installed?

Streetlights are already in use at the residential end of the route but we are unable to install additional streetlights along this corridor route as they would be located within Norwich International Airport's safeguarding area which extends beyond the airport's boundary fence.

Furthermore, the installation of any streetlights is not permitted on the Cromer Road roundabout due to restrictions from the Development Consent Order which was granted to build the A1270 Broadland Northway.

Why can't a traffic light-controlled crossing be installed near the Cromer Road roundabout?

The introduction of a traffic light-controlled crossing (such as a toucan crossing) would require the 90m crossing approach to be lit in both directions, this is not possible due to streetlighting restrictions as detailed above.

Therefore, the width of hatching around the existing uncontrolled crossing near the roundabout splitter island will be increased.

Why have two stage Toucan crossings been proposed at the junction with Amsterdam Way rather than separate single stage pedestrian and cycle crossing facilities?

Alternative crossings designs were considered which would allow those walking or cycling to cross in one movement however traffic modelling data indicated this would have a detrimental effect on the overall operation of the junction.

As a shared use facility is proposed as part of this scheme Toucan crossings have been provided as they incorporate shared use facilities.

Will waiting bus passengers obstruct the pathway?

Where space is available around bus stops the path will be widened, to accommodate waiting bus passengers.

40mph Speed Limit

Why has a 40mph speed limit been proposed?

This proposal, combined with the installation of the shared use path will improve this corridor for walking and cycling. The speed limit reduction will create a safer environment for walking and cycling and make it safer to cross the A140 at the Broadland Northway roundabout and for those wishing to access the Nest from the inbound bus stop.

The proposed 40mph speed limit is consistent with Norfolk County Council's Speed Management Strategy.

Why is the 40mph speed limit reduction not listed in the proposals currently being consulted on?

The proposed speed limit reduction was consulted on in the previous round of consultation and received a broad level of support so we are not consulting specifically on this element in this follow up consultation.

The proposed speed limit is still shown on the plans and we will consider any points raised on this topic as part of the general feedback and analysis. There will also be a further opportunity for the public to comment should they wish, if we proceed with the Traffic Regulation Orders required to implement the change.

Trees

Are you planning to remove any trees?

For this project to be delivered according to the proposal plans, we may need to remove some vegetation, which falls under our street tree consultation process.

A separate consultation will follow should any street trees require removal, detailing full mitigation plans for replacement.

This webpage will be kept up to date with the latest information, with notices also placed on site.

Flooding

Will existing flooding issues be addressed?

The highway engineers designing the proposals have been made aware of some reoccurring flooding issues in the area. These will be investigated further as part of the scheme's development and measures will be put in place to alleviate this issue. Residents are welcome to contact the project team at transportfor Norwich@norfolk.gov.uk to advise of any known drainage issues.

Laybys

How many laybys are being removed?

Two laybys would need to be removed in order to facilitate the new shared use path. One is a gravel parking area, located on the western side of the A140 just past the end of the row of residential properties on Holt Road (marked with letter E on Plan 2 of the consultation pack).

The other layby is the smaller one directly opposite the entrance to Trott rentals. Also marked letter E on Plan 2 of the consultation pack.

All other laybys would remain, although some would reduce in length slightly to accommodate the new kerb lines.

Holt Road Yellow Pedalway Plan 1



Key



- Old kerb/footpath line
- New kerb line
- Shared-use path
- 40mph speed limit

www.norfolk.gov.uk/holtroad



Norfolk County Council



INDUSTRIAL STRATEGY
TRANSFORMING CITIES FUND



Transport for Norwich

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Proposed changes

- A** New shared use path for people walking, cycling and wheeling
- B** Informal crossing widened to 3m, hatching width increased
- C** New bus stops with DDA compliant bus stop kerbs and tactiles
- D** 2.2m wide pedestrian refuge

The plans for the proposed changes to the Yellow Pedalway have been split into three plans. They are shown as drawings, an aerial view of a street map, from north to south. It shows Holt Road between the Broadland Northway Roundabout and the Middleton Road/ Amsterdam Way junction.

Plan 1 shows the most northern section of the Yellow Pedalway/ Holt Road from the roundabout to south of the old southern approach road to the Nest.

From north to south:

Proposal A – A new shared use path for people walking, wheeling and cycling along the whole length of Holt Road on the west side. This will join the path of Holly Lane.

Proposal B – Informal crossing south of the roundabout to be widened to 3m.

Proposal C – Accessible bus stops (with tactile paving). They are located northbound near the roundabout and southbound almost opposite to the entrance of the Nest.

Proposal D - Informal crossing near the junction of the Nest to access the southbound bus stop.

A speed limit symbol shown on the plan at the southerly exit of the roundabout indicates that the speed limit will be lowered to 40mph on this section of road.

Also on the plan is a text box of the proposed changes labelled A to D with corresponding letters marked on the plan and a key showing the shared use path in a highlighted colour and line markings showing old and new kerblines.

Holt Road Yellow Pedalway Plan 2



Proposed changes

- (A) New shared use path for people walking, cycling and wheeling
- (E) Laybys to be removed
- (F) Shared use path installed between Holt Road and Bush Road (Subject to land purchase/agreement)

Key

- Old kerb/footpath line
- New kerb line
- Shared-use path
- 40mph speed limit
- Verge parking prohibited

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The plans for the proposed changes to the Yellow Pedalway have been split into three plans. They are shown as drawings, an aerial view of a street map, from north to south. It shows Holt Road between the Broadland Northway Roundabout and the Middleton Road/ Amsterdam Way junction.

Plan 2 shows the middle section of the Yellow Pedalway/ Holt Road from the south of the old southern approach road to the Nest to 145 Holt Road.

From north to south:

Proposal A – The continuation of the new shared use path for people walking, wheeling and cycling along the whole length of Holt Road on the west side.

Proposal E - Removal of 2 existing laybys.

Proposal F - Installation of shared use path between Holt Road and Bush Road. (Subject to land purchase/agreement) at the edge of Hellesdon Allotments.

A speed limit symbol shown on the plan to the north of the junction of Trott Rentals indicates that the speed limit will be lowered to 40mph on this section of road.

Also on the plan is a text box of the proposed changes labelled A, E and F with corresponding letters marked on the plan and a key showing the shared use path in a highlighted colour and line markings showing old and new kerblines. A hatching symbol also indicates that verge parking will be prohibited outside properties on Holt Road, adjacent to the shared use path.

Holt Road Yellow Pedalway Plan 3

Proposed changes

- Ⓐ New shared use path for people walking, cycling and wheeling
- Ⓒ New bus stop with DDA compliant bus stop kerbs and tactiles
- Ⓔ Traffic signals to be upgraded to include 3.5m central refuge
- Ⓕ New single stage toucan crossing
- Ⓖ Cyclists to join shared use path
- Ⓗ Cyclists to rejoin the carriageway

Key



-  Old kerb/footpath line
-  New kerb line
-  Shared-use path
-  Verge parking prohibited

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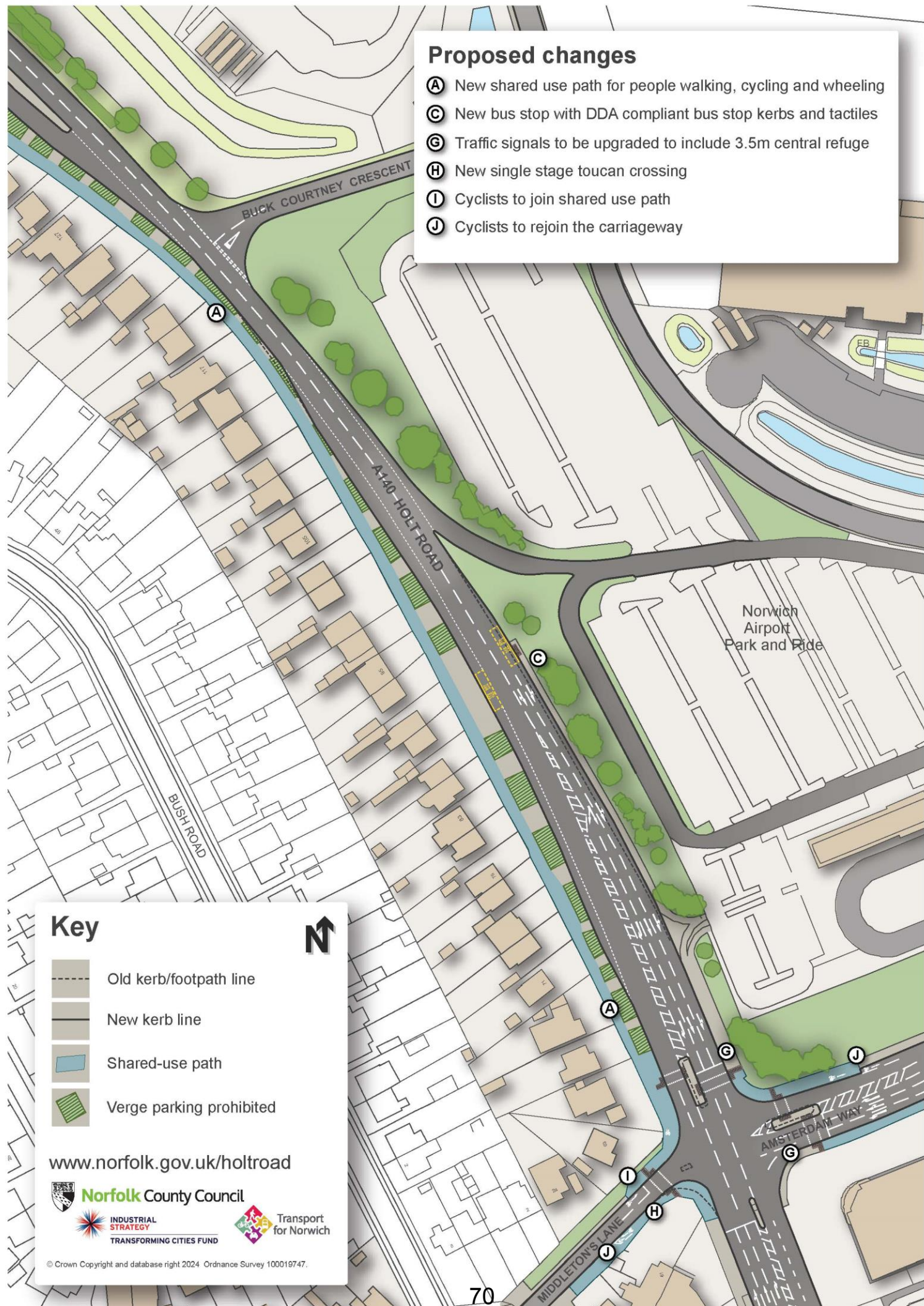
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The plans for the proposed changes to the Yellow Pedalway have been split into three plans. They are shown as drawings, an aerial view of a street map, from north to south. It shows Holt Road between the Broadland Northway Roundabout and the Middleton Road/ Amsterdam Way junction.

Plan 3 shows the most southerly section of the Yellow Pedalway/ Holt Road from the alignment of 145 Holt Road to its junction with Middleton Road/ Amsterdam Way.

From north to south:

Proposal A - The continuation of the new shared use path for people walking, wheeling and cycling along the whole length of Holt Road on the west side. This continues around the corner to Middleton Road.

Proposal C – Accessible bus stops (with tactile paving) near 89-91 Holt Road and on the opposite side of the road, providing level access into the airport site.

Proposal G - Traffic signals on Holt Road and on Amsterdam Way to be upgraded to include a 3.5 m central shared use refuge.

Proposal H - New single stage toucan crossing on Middleton Road to be upgraded to single stage. At the junctions, cyclist to join shared path or carriageway.

Proposal J - Cyclists on the shared use path can rejoin the carriageway.

Proposal I – Cyclists can join the shared use path on the south side of Amsterdam Way to access the crossing.

Also on the plan is a text box of the proposed changes labelled A, C and G-I with corresponding letters marked on the plan and a key showing the shared use path in a highlighted colour and line markings showing old and new kerblines. A hatching symbol also indicates that verge parking will be prohibited outside properties on Holt Road, adjacent to the shared use path.