

HELLESDON PARISH COUNCIL

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Minutes of the meeting of the Property Policy & Resources Committee
held on Tuesday 21 March 2017 at 7p.m.
in the Council Chamber Diamond Jubilee Lodge, Hellesdon

PRESENT

Mrs S Gurney – Chairman
Mr J Knowles Mr D Ghimire Mrs S Prutton
Mrs M Anderson-Dungar – Locum Clerk

The meeting opened at 7pm

Welcome - the Chairman welcomed members with thanks to all the Councillors for their hard work over the past months, and to the Locum Clerk for her help. An item of urgent business arising from Neighbourhood Plan meeting last week would be included as 5.6.

01 Apologies and Acceptance for Absence

Mr R Grady.

02 Declarations of Interest and Dispensations

The following declarations were made:

Cllr Gurney – site allocation HEL2 as nearby resident. Would take part in discussion but not vote.

Cllr Knowles – user of Hellesdon Community Centre through choir.

03 Minutes of the Committee meeting held on 15 December 2016, adjourned and re-convened on 30 December 2016

03.1 – Meeting of 15 December 2016

The Internal Audit report had been received and would be circulated at an appropriate time. There had been significant improvement since the previous report with recommendations implemented, including the accounting package. Other items such as risk register, corporate debit card and review of policies and procedures were in process.

1

Approved.....

Date.....

The minutes were proposed, **agreed** and signed.

03.2 – Re-convened meeting held on 30 December 2016

The Grapevine had been reduced to 3 issues per year, charges to be discussed at this meeting, community centre costs had been separated and the Facilities Officer had undertaken a supervisory course. Lantra courses for the grounds staff to be arranged if not already in hand. Some minor issues related to the new grounds hut for later discussion.

The minutes were proposed, **agreed** and signed.

04 Public Participation

No public present

05 General Matters

Property, Policy & Resources

5.1 Purchase of a Replacement Pressure Washer

The Chairman updated the meeting on discussions with other councils, a local contractor, Broadland District Council and Norfolk County Council. Following a detailed discussion, it was agreed to recommend the suspension of financial regulation 11(g)(i) to enable negotiation with a local contractor who was prepared to visit Hellesdon Parish Council with some equipment and to recommend a model best suited to the council's current and future needs. Expected expenditure estimated at £6000; this would allow washing bus shelters to be taken in house at the end of the current contract.

5.2 Setting of Sports hire charges for 2017/18 – including ratification of recommendations made in the meeting of 15 December 2016

Football – individual team

Football – one off uses

Floodlights

Bowls

Netball

Tennis

All fees were ratified as per those recorded in Minutes previously adopted.

5.3 Re-surfacing of car park

The report previously circulated was discussed in detail, although it was acknowledged that it was difficult to make firm decisions in the absence of any indications of price or firm quotations. There was opinion that the logistics of maintaining continuity of business for the Community Centre outweighed the loss of income from closing it during the works, which would allow the caretaking staff to carry out a deep clean and other remedial works. The Library would also need to close and this would need negotiation. It was proposed by Cllr King, seconded by Cllr Prutton and **RESOLVED that decisions should be deferred until quotes had been received, dates**

Approved.....

Date.....

confirmed and risk assessments carried out, calling an emergency meeting of this committee if necessary.

On a general note, business user parking in the car park had been monitored at the start and finish of the working day; 6 or 7 spaces were used. It was **RESOLVED** that

- Letters should be sent to all the immediately local businesses regarding mis-use of the community centre car park by their employees
- Signs are erected to indicate that car parking is for use of this site only.
- Monitor the situation after these actions are taken, and issue firstly a polite letter, then secondly a warning letter to those who abused the rules.

5.4 Invitation to Bob Fell and Ben Burgess from BDC to talk about s.106 and CIL monies due to the council in the future

It was **agreed** that this would be helpful, to also include Sally Hoare, and to make the invitation for a Committee meeting, with all Councillors invited to attend. This would avoid pressure on a Full Council agenda.

5.5 Locations for 2 new Bus Shelters for which funding has been approved through the Parish Partnerships Scheme

The various options tabled were discussed, and it was **RESOLVED**

- To install a shelter on Low Road on the existing hardstanding
- To install a shelter on Raymond Road near to No 86, subject to confirmation that the site would not interfere with any cabling to the BT box

A request for a bus shelter on Woodland Road near Coppice Avenue was noted for future consideration.

5.6 Urgent Business related to Site Allocations

The Chairman referred to the recent consultation stage of the Neighbourhood Plan; all statutory consultees had responded positively. It had been assumed that the District Council Local Plan 2015 still protected HEL2 and the Burial Ground; upon checking this was no longer the case. Both sites should be included in the Neighbourhood Plan, even if it delayed the final version. Norfolk County Council had advised the Parish Council to submit sites for inclusion in the Greater Norwich Plan, up to a maximum of three. After discussion it was **RESOLVED to make the following submissions, full details of which were agreed:**

5.6.1. HEL2 - Land East of Reepham Road/North of Arden Grove School

The Chairman did not vote on this item. The land was formerly allocated as recreational space, and the Parish Council leased 3.56 ha for allotment use with conditions and terms in place. The total area of the site = 11.86ha.

5.6.2. Burial Ground off Low Road

The site was previously approved for this use, and a re-affirmation was sought.

5.6.3 Jarrold Site at Heath Crescent

The land was currently a closed former sports site, owned by Jarrold. The parish had a shortfall in allocated recreational and amenity land, and this was the last remaining open space without a designation or planning approval. Allocation as recreational space would open up opportunities for the parish consistent with housing growth. The access would require minor improvements, but already enjoyed vehicular access.

06 Exchange of Information

There was nothing to report.

07 Date, Time & Venue of Next Meeting

To be set at the Annual Parish Council Meeting in May 2017

The meeting closed at 8.41pm.