

**Minutes of the Meeting of Poringland Parish Council**  
**Wednesday 26<sup>th</sup> October 2016 7pm Poringland Community Centre**

**Present:** Tim Boucher (Vice Chairman in the Chair)  
Steve Aspin  
David Gooderham  
John Henson  
David Hewer  
James Landshoft  
Lisa Neal  
John Overton  
Catherine Moore (Parish Clerk)

**Also attended:** County Councillor Roger Smith, 4 representatives of David Wilson Homes, 4 representatives of Norfolk Library and Information Service, and 21 members of the public.

**1. Apologies**

Apologies for absence were received and accepted from Jenny Kereama-Ellis and Chris Walker, proposed by John Henson, seconded by David Hewer, all in favour.

**2. Declarations of Interest and Applications for Dispensation**

Lisa Neal declared an interest in all planning items as a member of the South Norfolk Council Development Management Committee.

Steve Aspin declared an interest in item 7a(ii) as a resident of Boundary Way, which could be affected by the proposed development.

John Henson declared an interest in item 9b as his employer was listed within the payments.

**3. Minutes of the meeting held on 28<sup>th</sup> September 2016**

The minutes of the meeting held on 28<sup>th</sup> September 2016 were **agreed**, proposed by James Landshoft, seconded by David Hewer, all in favour.

**4. Matters Arising from the Minutes**

**a) Upgrade of Zebra Crossing to Toucan**

Tim Boucher noted that two of the three developers had not responded favourably to the request for a contribution to upgrade the zebra crossing. A response was outstanding from the third, and would be awaited. It was felt that the quoted figures from Norfolk County Council were not indicative of an upgrade, and that a quotation should be obtained from a contractor. The Clerk was asked to look into this.

**Clerk**

**5. Report from the Vice Chairman**

Tim Boucher noted that the statutory notice of vacancy for a parish councillor had been published and would expire on 8<sup>th</sup> November.

There were a number of events coming up at the Community Centre:

- 70's Night 12<sup>th</sup> November
- Race Night 19<sup>th</sup> November
- Craft Fair 26<sup>th</sup> November
- New Years Eve Party 31<sup>st</sup> December

The war memorial dedication service would be taking place on 8<sup>th</sup> November at 11.30am at the church, all welcome.

The Council's response to the referendum principles consultation had been submitted. James was thanked for his input into this.

The overall price for the replacement of the chip shop bus shelter had been received, and the Clerk would be in touch with the business owner to discuss this further.

The Clerk had been awarded the SLCC Bryan Metcalf Award for Volunteering at the recent National Conference, in recognition of the work she undertook as Chairman of the Norfolk Branch.

## **6. Public Participation**

*Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by John Henson, seconded by David Hewer, all in favour.*

### **a) District Councillors**

Lisa Neal reported that residents were being asked to sign up to electronic council tax bills, which would help keep council tax low. 10,500 people had already signed up, with the aim to have 15,000 by February 2017.

Nominations for the South Norfolk Community Awards would open on 31<sup>st</sup> October, with an awards ceremony scheduled in the new year at Dunston Hall. There were six categories, and a grant of £250 would be awarded to each winner for their chosen category. The closing date for nominations was 8<sup>th</sup> January 2017.

The new Long Stratton all weather floodlit pitch was now open and available for booking Monday to Friday 5pm – 10pm and weekends 9am – 6pm.

The Handyperson Scheme had been extended to offer free home energy checks. This was open to people of all ages in receipt of a means tested benefit. Further assistance was available from the Energy Team.

South Norfolk Council had launched a Stay Well This Winter fund which was available to groups working with vulnerable people, with grants of up to £1,000 available.

John Overton reported that funding of district councils from central government would probably cease by 2020, therefore the council needed to look at where savings could be made.

The lack of five year housing supply had resulted in unco-ordinated development on unallocated sites. The targets had been met locally, however the other councils in the Partnership had not met theirs. It was hoped that the Northern Distributor Road would mean that Broadland Council could not refuse on the basis of infrastructure.

### **b) County Councillor**

Roger Smith reported that the new bridge at Long John Hill had been installed and the road was now open again.

The Post Office at Framingham Earl was being closed for a short period so that it could be converted to a new main style branch. There would be an increase in opening hours and services offered.

The Hornsea Project Three consultation was underway, with wind turbines proposed off Grimsby and cabling running from the North Norfolk coast

through to Norwich. The local parishes directly affected were Caistor St Edmund and Stoke Holy Cross. The connection to the National Grid would be at Mangreen.

A further 226 car parking spaces were being provided at County Hal, on a paying basis.

Changes were underway to the way that library services were offered, with the self service Open Library being considered for Poringland.

The Poringland Library Christmas Choir event would be taking place on 6<sup>th</sup> December at 2pm.

The number of pupils permanently excluded from schools within the county had risen. The numbers and financial cost to the Council would be studied at the next Children's Services Committee.

The Norfolk Youth Parliament had set their five campaigning priorities for the coming year: curriculum to prepare for life; mental health; stopping the cuts affecting the NHS; first aid education; and transport. A televised debate would be taking place on 11<sup>th</sup> November in the House of Commons.

**c) Your Open Library**

Jan Holden and Andrew Harrison of Norfolk Library and Information Service gave a short briefing on the plans to move Poringland Library to the new 'Open Plus' self service system, allowing the public to access the library services out of hours. Discussion had taken place with the Clerk around the unique challenges of the shared building, and the needs of both councils, and there was a possible option of creating a new library entrance in a safe location to meet the needs of everyone. It was planned that further discussion would take place with the Clerk, and that a final proposal would be presented to the Parish Council for consideration in the new year.

**d) Public Participation**

A member of the public raised concern regarding proposals for street lighting in Rectory Lane. It was confirmed that at this stage, the Council was only seeking estimates for financial viability of a scheme, and that a full consultation of residents in the area would take place before it was considered further.

Numerous members of the public raised comments and concerns regarding the planning application for land north of Stoke Road (Heath Farm Phase 2), a summary of which can be seen at Appendix 1 of the minutes.

The Chairman thanked all those contributing to the discussion, and noted that it was important that they represented their views to South Norfolk Council through the planning process.

*Standing orders were reinstated. Lisa Neal left the meeting.*

**7. Planning**

**a) Applications Received**

- i)** 2016/2388 9 Hornbeam Drive: First floor side extension. Conversion of rear conservatory to single storey rear garden room.

David Hewer had viewed the plans and visited the site. The application

sought to build over the garage, making the small third bedroom into an en suite, and to replace the conservatory with a garden room opening onto the lawn. This would better suit the family set up. The neighbours did not object to the proposals, and other examples could be seen on the development.

It was **agreed** to make no comments on the application. Proposed by David Hewer, seconded by John Henson, all in favour.

**Clerk**

- ii) 2016/2388 Land north of Stoke Road: Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space and associated infrastructure.

Councillors discussed their views on the application, making the following observations:

- The principle of development was supported, as long as it was right for the community. It was noted that the District Councillor had requested that the application be determined by the Development Management Committee.
- Concern was expressed that although the senior representatives of David Wilson Homes had worked hard to rectify the issues in Phase 1, they were not always in a position to implement promises. Planning conditions had not been signed off from Phase 1, and there was little reassurance that the same issues would not be replicated on Phase 2.
- There was a strong risk of increased flooding from the development, with insufficient mitigation in place to feel comfortable that surface water could be removed from the site.
- Concerns were expressed regarding the clustering of social housing which did not meet the South Norfolk Placemaking Guide. This did not promote unity in the community.
- Not enough had been done to push dwellings back from the existing bungalows.
- The site was integral in the SUDS study. Rainwater landing on site would percolate or run off, with percolated water reappearing in other surrounding areas. Other developers had mitigated against this by assisting riparian owners to ensure that downstream drainage was adequate. Surface water run-off would enter a 300mm pipe, which would outfall into an uncleared ditch. The developer was not taking responsibility for water once it left the site.
- Concern was expressed regarding the new dwellings that would overlook the medical practice.
- The developer had shown poor communication, breaches of conditions, and off site flooding issues during the construction of Phase 1, and councillors were concerned that this would not improve with Phase 2.
- A street scene silhouette would be helpful to understand the impact of the development on neighbouring properties. It was suggested that low rise properties should be constructed where existing neighbours would be affected.

It was **agreed** to object to the application, giving the above reasons.

**Clerk**

Proposed by John Henson, seconded by James Landshoft, all in favour.

- b) Permission Granted**
- i) 2016/1690 7 Hardesty Close: Discharge of condition 3 of planning application 2016/0034 – surface water drainage. **APPROVED**
- ii) 2016/1768 Holly Bank, Heath Loke: Erect two storey extension and demolish part of garage. **APPROVED**
- iii) 2016/1859 33 St Marys Road: Single storey side extension and retention of dormer windows. **APPROVED**
- iv) 2016/1918 2 Critoph Close: Retrospective application for fencing. **APPROVED**

*Lisa Neal returned to the meeting.*

## **8. Correspondence and Consultation**

### **a) Trade Stand in Community Centre**

A request from Clapham and Collinge Solicitors to have a trade stand in the Community Centre once or twice a month was received. It was noted that they proposed to offer free legal advice while there. It was **agreed** to allow this request, and to permit other commercial organisations to do similar. This would only be permitted during the times that the café was open, and the business could choose how many hours they wished to attend during that period. The charge would be £100 flat rate for the day. The Council would review the arrangement after 3 months.

**Clerk**

## **9. Finance**

### **a) Receipts, Payments, Outstanding Invoices and Bank Reconciliation**

The bank reconciliation, outstanding invoices, receipts and payments for September 2016 were presented. It was **agreed** to accept those documents, proposed by John Henson, seconded by David Hewer, all in favour.

### **b) Accounts for Payment**

It was **agreed** to pay the following accounts, proposed by Steve Aspin, seconded by David Hewer, all in favour.

	Staff Salaries	£4,887.08
HMRC	PAYE, NIC, Student Loan	£1,876.75
Norfolk Pension Fund	Superannuation	£1,791.20
BT	Telephone and Broadband	£85.74
Ian Smith Group	Stationery	£56.70
Norfolk Copiers	Photocopier Rental	£81.00
Business Web Page Ltd	Email Annual Hosting	£144.00
Microshade VSM	IT Monthly Hosting	£138.36
ESPO	Comm Centre Gas	£59.62
Houseproud Commercial Ltd	Relief Caretaking September	£916.86
Spruce Landscapes	Centre Grounds Maintenance	£226.00
Hugh Crane Cleaning Eq	Equipment Repair	£42.30
South Norfolk Council	Comm Centre Rates	£268.00

Anglian Water	Comm Centre Water	£178.00
J & A Saunders	Window Cleaning	£145.00
Veolia	Waste	£73.73
Abbey Memorials	Memorial Repairs	£840.00
Spruce Landscapes	Level and Turf Graves	£108.00
Spruce Landscapes	Burial Ground Maintenance	£750.00
Best Norfolk Office Solutions	Strategic Six Administrator	£88.20
Barclaycard	Various	£862.59
Norfolk Pension Fund	Bar Staff Salaries	£171.85
HMRC	Pension (Bar)	£14.18
TopMark Cleaning	PAYE / NI (Bar)	£36.00
TalkTalk	Pavilion Carpet Cleaning	£365.00
C Moore	Telephone and Broadband	£25.77
R McCarthy	Petty Cash Top Up	£62.06
	Advertising	£29.98

c) Second Quarter Budget Comparison

The second quarter budget comparison was noted.

10. **Advisory Group and Working Group Reports**

a) Finance and Governance Advisory Group

A report of the Advisory Group was received. The following recommendations were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour:

- Addition of bus shelter commuted sum to the maturing Nationwide bond to bring up to £75,000.00. **Clerk**

b) Community Land Project Working Group

The report of the meeting was noted. It was confirmed that the next Council meeting would consider funding for a 'blueprint' of the site to be drawn up. **Clerk**

c) Strategic Working Group

It was noted that the October meeting had been cancelled as there was no business. The next meeting, scheduled for April, would definitely be taking place.

11. **Welcome Home and Memorial Playing Field Trust**

a) Senior swing

The Clerk presented various prices for the removal of the swing, and / or relocation to another site. John Overton noted that the Trust did have some funds which it could use. He suggested that the anti-social behaviour had been an issue for many years, and that many neighbour complaints had been received. It was felt that removal of the swing would alleviate the issues. Concern was expressed that money would spent without evidence of crime from the Police. The Council would need to demonstrate that action benefitted the whole community. John Overton had reported issues to the Police and received crime reference numbers. The Clerk was asked to request a report of incidents recorded in the last 5 years. **Clerk**

It was **agreed** to remove the swing. It was **agreed** to offer the Playing Field Trust up to £500 in 50/50 match funding towards the cost. Proposed by David Gooderham, seconded by Lisa Neal, 7 in favour, 1 abstention.

## 12. Other Matters

### a) Appointments to Outside Bodies

#### i. Six Strategic Group

It was **agreed** to appoint David Gooderham to the Group, proposed by John Henson, seconded by David Hewer, all in favour.

#### ii. Sand and Gravel Charity

It was **agreed** to appoint Chris Walker to the Charity, proposed by John Henson, seconded by David Hewer, all in favour.

**Clerk**

### b) Tree Inspections

The Clerk noted the two prices received for tree works, from the five contractors that had been approached to price. It was **agreed** to appoint Eastern Tree Care to carry out the medium priority works at a cost of £3,160.00, proposed by James Landshoft, seconded by David Hewer, all in favour.

**Clerk**

### c) Respect Your Neighbourhood Initiative

The Council received the proposed designs for the 'Respect Your Neighbourhood' signs and **agreed** the content. It was **agreed** that these would be located in all public spaces owned by the Council except the cemetery, proposed by John Overton, seconded by Lisa Neal, 7 in favour with 1 abstention.

**Clerk**

A comment was made that the signs would not tackle the issue, and it was **agreed** that strategies for tackling anti-social behaviour in young people would be added to the agenda for the next Strategic Working Group meeting.

**Clerk**

### d) Reinvestment of Nationwide Bond

The Clerk presented various bond rates from different providers, noting the sums held with various financial institutions and the FSCS limits, and that the maximum investment period for business bonds appeared currently to be 12 months. It was **agreed** to invest in the highest rate available, currently Shawbrooks at 1.25%, proposed by John Henson, seconded by David Gooderham, all in favour.

**Clerk**

### e) Parish Partnership Scheme

#### i. Rectory Lane Lighting Scheme

No substantive update was available therefore this would be held over to the next agenda.

**Clerk**

## 13. **Date of next meeting: Wednesday 30<sup>th</sup> November 2016, 7pm, Poringland Community Centre.**

The meeting closed at 9.10pm.

**CHAIRMAN**

**Public Comments: 2016/2388 Land north of Stoke Road: Full planning application for up to 120 dwellings (Phase 2), senior recreation space, children's play space and associated infrastructure (Heath Farm Phase 2)**

47a Stoke Road

Concerns were expressed regarding the flood risk assessment, particularly surface water discharge from the site. The planning documents showed flooding in the current vicinity of the site, and suggested that there would be no issues with surface water flooding.

However floor levels of some of the proposed new dwellings were up to 2 feet higher than current ground levels.

The assumed loss of drainage connection from Boundary Way to local ditches had caused localised garden flooding. Water would discharge into a small ditch and then a culvert. The proposals could worsen this flooding, with even more pressure being put on the outflow from the ditch.

There was no information about capacity measurements or responsibility for the off-site drainage. The National Planning Policy Framework stated that flood risk should not be increased elsewhere as a result of development. The site testing was done during an exceptionally dry spell in July, however over the last three weeks it had flooded.

Phase 1 was causing flooding on Norwich Road during peak rainfall.

48 Stoke Road

Concerns were expressed at the amount of water if the elastic limit was exceeded. The resident sought an assurance from the Parish Council that they would help to mitigate the impact if this happened. The Chairman confirmed that the Parish Council would not be in a position to maintain streams or ditches on private land.

(DWH) Representatives of David Wilson Homes replied to the two commenters acknowledging that they had exasperated the flooding issue on Phase 1, and should have cleared the ditch before the attenuation tanks were installed. He confirmed that the tanks were now working. In relation to Phase 2, the developer would have legal obligations as riparian owners and would have a management company looking after the development. They did not have powers of maintenance further downstream. Flows had been agreed with the Environment Agency and the National Planning Policy Framework placed a duty on the developer to mitigate against these risks. The concerns of local residents had been heard, and swales, ponds and hydrobrakes had been installed so that outfalls would not be inundated. The flow would be slowed down.

It was noted that water could not percolate through hard landscaping, and attenuation tanks would result in a constant flow of water. It was confirmed that they would absorb the water and slow the outfall.

9 Boundary Way

Noted that drainage pipes go underground and take water away through the Norfolk Homes site. The inspection chamber lids in Boundary Way had been blown out during particularly heavy rainfall.

(DWH) It was confirmed that the current run-off assessment had been completed in consultation with the local authority and the Environment Agency, and that the situation off-site could not be made worse. Calculations were based on agreed flow rates. The flow rate into ditches would not be increased due to the development, as the peak flow would be controlled. Calculations were made using a nationally agreed modelling exercise.

### General questions and comments

Q - What happens if the development is built, water goes into the ditch properties flood? The properties in Stoke Road were set 1ft below road level.

A (CH) – The answer to this was not known, and the Parish Council had to take the response and modelling by David Wilson Homes at face value.

C – Boundary Way had only started flooding in the last 5 years since an increase in hard landscaping in the area. This was making homes inaccessible. Concern was expressed that this would worsen, and that someone needed to take responsibility for the ditch.

C – Pictures of the flooding in Boundary Way had been taken, the local authority had been requested to visit, and pavements were cracking.

Q – Concern was expressed that not enough space had been left for access to maintain ditches. There was some confusion about the riparian ownership of the ditch due to removal of hedgerows and filling in. It was felt that the comments made at the consultation day had been ignored, including the clustering of social housing; the lack of bungalows; the development not being in keeping with the South Norfolk Placemaking Guide; and the provision of open space which would only benefit the residents of the development.

A (DWH) – It was confirmed that community consultation was a requirements, and that the feedback had been taken on board and plans amended. The main points raised had related to drainage. On-site ditches would be maintained in perpetuity. There was a need for a balance between market housing and bungalows. South Norfolk Council had suggested that the clustering of social housing was fine. It was suggested that all comments should be made into the South Norfolk Council planning process to ensure that they were heard. It was confirmed that the developer was legally obliged to deliver public open space, and that this would be available for the enjoyment of everyone.

Q – There were no plans showing the viewpoint from Stoke Road, giving the perspective of the house type in silhouette against the street scene.

A (DWH) – This would be provided.

Q – Who is the riparian owner of the on-site ditches?

A – It was the owner of the adjoining land (resident). Where the hedge is facing a ditch, the person behind the hedge was the riparian owner. This information could be traced through the local authority, and seemed to have become blurred in this case. The ditches were crucial for water flow.

C – The adjoining field was understood to be owned by an ecclesiastical trust, and concern was expressed that ownership was not clear. The ditch was shallow, with a small pie where changed direction. A query was raised regarding ownership of the underground pipe.

*Most members of the public left the meeting at this point.*

Q – Why were control systems not put in place on Phase 1 to mitigate against flooding? The drainage conditions had still not been signed off.

A (DWH) – The system had been put in place but had been poorly executed, and David Wilson Homes acknowledged that they were responsible for the flooding on Norwich

Road. They were in breach of planning permission, this was due to legal issues, and it was hoped to have these resolved by the end of the week.

Q – Would DWH be talking to residents if flooding is experienced? On Norwich Road, one person attended with a broom.

A – Sean Marten was now appointed as the site liaison person. The processes that DWH had gone through were not acceptable, and this would be raised with Directors.

KEY:

Q – Question

A – Answer

C – Comment

CH – Chairman

DWH – David Wilson Homes