

Minutes of the Meeting of Poringland Parish Council
Wednesday 29th November 2017 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Steve Aspin
David Gooderham
John Henson
David Hewer
Jenny Kereama-Ellis
James Landshoft
Lisa Neal
John Overton
Trevor Spruce
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: County Councillor Vic Thompson and 108 members of the public in attendance.

1. Apologies

There were no apologies for absence.

2. Declarations of Interest and Applications for Dispensation

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

Chris Walker declared a pecuniary interest in item 4 as his property bordered the site in question. He applied for a dispensation to remain in the public area for the duration of the Council debate on that matter, which was **approved**, proposed by John Henson, seconded by David Hewer, all in favour.

Trevor Spruce declared a pecuniary interest in item 12c section 2 as his business was listed as one of proposed grounds maintenance contractors.

Chris Walker and Lisa Neal left the meeting and sat in the public area.

3. Public Participation

Standing orders were suspended for approximately 45 minutes to allow the public to speak about the Burgate Lane development, proposed by John Henson, seconded by David Hewer, all in favour.

A member of the public expressed his concern regarding the lack of consultation carried out by the land promoters, and the density of housing proposed. He noted that leaflets suggesting a development of 150 homes had been circulated to selected households, and that no public meeting had been held. The submitted application was for more houses than initially suggested, with approx. 12 per acre, stating that this was suitable for the urban area. He felt that the site was actually rural.

A member of the public addressed concerns about access and safety, noting the distances to the nearest amenities. The junction with Hall Road and Upgate had poor visibility. Rectory Lane, Upgate and Hall Road were regularly used as shortcut routes to avoid the congestion on the B1332, so increased traffic would become a safety issue. Rectory Lane was known for

parking issues on bends and junctions, and would be the walking to school route.

A member of the public noted the increase in population in Poringland since 2001, and expressed the view that a sixth form was required for the community. He felt that infrastructure had not moved at the same rate of change and that the land promoters had little interest in the community.

A member of the public reported that the school was already at capacity with no more space to build more classrooms. The situation with parking and access was already difficult. She felt that there should be no more development as the school could not accommodate any more pupils.

A member of the public was concerned about the location, and connectivity to local amenities. There were no lights or pavements in Burgate Lane, and she did not particularly want any to be installed. Speeding vehicles were an issue, and it was not felt that there was a safe walking route to Alington school.

A member of the public spoke about access to the site via the footpath / bridleway, noting that it did not extend to White House Gardens, but actually terminated just before the private road to The White House. This was a single track road which was busy with traffic for the Catholic Church.

A member of the public noted that the statements regarding limited wildlife were inaccurate. 28 species of bird life had been identified on the site, including ground nesting birds in the proposed play area. 1,733 bat crossings had been detected during a recent bat survey, with many different species identified.

A member of the public noted that the site was prime agricultural land which had been cultivated for the last 30 years. He felt it should not be removed from agricultural production to be turned into housing, and noted that the site was outside the development boundary. The existing footpath offered a rural walk and was in easy reach of the village. He noted that the further field area would be land locked. He questioned the validity of the ecology survey, suggesting it had been done by an occasional walk around across 10 days.

A member of the public suggested that the Transport Plan had limited validity as it had not been completed by anyone with local knowledge. The development would result in a significant increase in car journeys which were not sustainable on the existing network. The entrance to the site would be realigned with a path reducing the width, and a priority controlled point. It was noted that sat nav would send a driver via Gull Lane which was a single track road. The application did not address how deliveries would be made to site via the 7.5T weight limits.

A member of the public criticised the leaflet which had been circulated to a limited number of addresses, querying the statement on spending within the local economy per year.

A member of the public noted that the development would have a significant impact on local services, with the doctor's surgery already over subscribed

and struggling to provide appointments. The High School was full in years 7 and 9, and was nearing capacity in all other years.

A member of the public asked what the point of a development boundary was if it was not going to be enforced. He felt that it could be argued that there was no benefit to the community by this development going ahead.

A member of the public noted his concerns about drainage on the site. He noted that there was a ditch between the two fields which had been described as dry, however this was not the case. He noted that rainwater was piped through White House Gardens and out into the ditch, and that parts of gardens in White House Gardens would flood if the culvert was blocked. The area had a high water table, and concern was expressed that the proposed attenuation pond would not be suitable for the geological peculiarities of the local area.

The Chairman of Framingham Earl Parish Council noted that residents of that parish would also be impacted, and reported that Framingham Earl Parish Council would be submitting their opposition to the plans. She felt it was too much, in the wrong place, and not viable.

A member of the public noted that it would be essential for residents to have a car, and that many with grown up children could have upwards of three cars per household. She felt the site was too far from the main services, and that it disadvantaged the people on lower incomes who were likely to occupy the 33% affordable housing. It was felt inappropriate to expect vigilant neighbours to police the public open spaces. It was felt that the site was isolated.

4. Planning

Applications Received

2017/2652 Land south of Burgate Lane: Outline planning application for up to 165 dwellings with public open space, landscaping, and sustainable drainage system (SuDS) and vehicular access point from Burgate Lane. All matters reserved except for means of access.

John Overton had viewed the plans. He felt that the proposals were an inappropriate form of development and that there had been a lack of meaningful consultation with the public. The drainage concerns had not been addressed, and there had been no details on the impact on the schools or healthcare services. The application was outside the development boundary and was being submitted under a challenge to the five year land supply, and it was felt that the community had taken their fair share of growth.

It was noted that any objections raised by residents needed to be cross-referenced with the National Planning Policy Framework. The proposed development added nothing to the ambience of the village, with a sub-standard road junction that could not be improved. The poor geology of the area meant that percolating water would re-emerge elsewhere.

It was suggested that genuinely affordable housing was needed for families on the lowest income. The additional revenue in the local economy could not

be guaranteed, and it was likely that local shops and businesses would only see limited spending increases.

The Chairman raised the issue that the proposed development did not take into account the current developments underway within the village and surroundings areas. These would put further strain on the local infrastructure as they were built out and any new development proposed should take this into consideration when under review.

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It was **agreed** to object to the application, proposed by John Henson, seconded by David Hewer, all in favour.

Steve Aspin and 95 members of the public left the meeting. Chris Walker and Lisa Neal returned to the meeting.

5. Minutes of the Previous Meeting

The minutes of the meeting held on 25th October 2017 were **agreed**, proposed by David Hewer, seconded by David Gooderham, all in favour.

6. Update on matters arising from the minutes

a) Community Governance Review

The Clerk reported that the recommendation from South Norfolk Council was that Framingham Earl and Poringland parishes would not be merged, and that there would be no increase in the number of councillors serving either community. It was confirmed that the Bennett Homes development north of The Ramblers was proposed to be included within Poringland from May 2019. A councillor wished to record his concern and disappointment that South Norfolk Council had encouraged bold proposals, and that time had been wasted answering this challenge with no result. It was noted that the process had become incredibly hostile in places, with the police on standby for the meeting at South Norfolk, and district councillors reportedly being physically attacked.

b) Neighbourhood Plan Consultant

The Chairman reported that Parker Planning Services had been appointed to work with the Council on the Neighbourhood Plan.

c) Open Plus Library Works

The Clerk reported that works would begin in early 2018.

d) Tree Preservation Orders

Trevor Spruce reported that the Tree Warden had produced a list of trees for TPOs and would be making the relevant applications.

e) Rosebery Park S106 Transfer

The Clerk reported that Big Sky had advised that the delay to the pavement was due to UK Power Networks not having tested the electric cable uncovered during works. It was **agreed** that the Council's position remained that the S106 transfer would not take place until the pavement was completed.

7. Report from the Chairman

Tim Boucher reported that tickets were still available for the Michael Jackson tribute night. He reminded those present that the Neighbourhood Plan Public Involvement Event was scheduled for Monday 4th December, 2pm – 8pm.

8. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by James Landshoff, seconded by Trevor Spruce, all in favour.

a) District Councillors

Lisa Neal reported that South Norfolk Council were continuing discussions about the future of the Norwich Policy Area, and that the calculations showed that the five year land supply had likely been met.

John Overton reported that there had been a number of reports of theft of or from cars in Poringland. The Police were aware and would be distributing leaflets advising residents to lock their cars and ensure no valuables were visible. John also noted that concern had been expressed about cold callers collecting money for The Nook Appeal, with no ID or branded bucket. This had now been stopped.

John reported that the Anglian Water works were due to be completed on 14th December, with some tidying up after Christmas. The Budgens roundabout section had proved difficult with traffic being held up exiting the Norfolk Homes estate. However Anglian Water were working as quickly as possible. The state of the road was a concern, and a request had been made to be involved in the Highways inspection at the end of the works.

b) County Councillor

Vic Thompson reported that Dong Energy (Orsted) were consulting on the Hornsea 3 onshore infrastructure.

Big Yellow Bikes had been brought to Norwich and were proving successful. They were placed in strategic locations to help accessibility around the city, and were equipped with GPS trackers.

The Northern Distributor Road was being opened in stages, with A1067 to A140 being opened on 11th November, and the second stretch to Wroxham Road due to be opened before Christmas.

The 'Get Ready for Winter' campaign was underway, with advice available from the Met Office on how to keep warm and well.

c) Public Participation

A member of the public reported that he was impressed with the Neighbourhood Plan consultant at the previous meeting, and was pleased that the Committee had taken on board his comments about protecting hedges.

A member of the public expressed disappointment that there had been no progress on the footpath at Shotesham Road, and asked the Council to continue pursuing this as it was dangerous.

A member of the public noted that he had not received a response to his enquiry about why four leaks had sprung within 200 yards on Shotesham Road. It was **agreed** to check the response to this.

A member of the public asked whether comparative statistics would be produced from the SAM2 data. The Clerk noted that she had not had time to deal with the data recently, but that comparative data could be produced if

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required.

A member of the public asked why the 20mph zone in Shotesham Road had not been implemented on completion of 100 houses. It was clarified that this was deferred until the Anglian Water works were completed.

A member of the public queried how frequently the Community Speedwatch machine was calibrated, expressing concern that it was not reading the same as his speedo or sat nav. It was confirmed by a representative of Community Speedwatch that it was calibrated annually.

James Landshoft thanked councillors for their support with the Movember campaign. He raised concerns about the hours available for government funded nursery places, noting that new developments would exacerbate this. It was confirmed that nurseries were private business enterprises. James also expressed concern about the impact of the Anglian Water works on businesses, and it was confirmed that all businesses had been visited and given information about how to claim for evidenced loss of earnings.

A member of the public raised a concern about an overhanging hedge in The Footpath. The Clerk agreed to write a letter to the householder.

Clerk

Standing orders were reinstated.

9. Planning

a) Applications Received

- i)** 2017/2416 91 Cawstons Meadow: Garden room extension to rear, side extension and garage conversion.

Withdrawn from the agenda as the application had already been determined. The Clerk confirmed that she was following up with South Norfolk Council as to why it was determined without the Council's requested extension for comments being observed.

- ii)** 2017/2485 Land west of Octagon Farm, Bixley: Variation of Condition 2 of the Approval of Reserved Matters (2015/2326), that forms part of Outline Planning Permission (2012/0405/O) (Application for outline planning permission for mixed use development for community, residential and commercial uses and external works. A new electricity substation, pumping station, SUDS (including pond) and open spaces are included in the proposal).

John Henson had viewed the plans. The application made minor changes to fences.

It was **agreed** to make no comment, proposed by John Henson, seconded by Trevor Spruce, all in favour.

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- iii)** 2017/2595 125 The Street: 2no. garages.

Chris Walker had viewed the plans. He noted that this was at the funeral director business. The plans proposed two new concrete garages to house vehicles. The boundary treatment of the property was a high hedge.

It was **agreed** to make no comment, proposed by Chris Walker, seconded by John Henson, all in favour.

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- b) Planning Decisions**
- i) 2017/1835 Land west of The Ridings: Outline application for 32no. dwellings with all matters reserved bar access. **REFUSED**
- ii) 2017/2006 35 The Street: Erection of replacement bungalow and new bungalow on rear plot. **APPROVED**
- iii) 2017/2168 Unit 4, Overtons Way: Change of use to D1 for the use of physiotherapy, podiatry services. **APPROVED**
- iv) 2017/2187 Land north of Stoke Road: Non-material amendment application following 2016/2388/F – change to roof materials. **APPROVED**
- v) 2017/2499 32 Cawstons Meadow: Under and exception of the TPO – Fell Oak tree due to Honey Fungus. **EXEMPT TREE WORKS**

10. **Correspondence and Consultations**

a) Disqualification Criteria for Councillors

Councillors considered the consultation material and had no comments.

11. **Finance**

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for October 2017 were presented and **noted**.

b) Accounts for Payment

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

	Staff Salaries	£5,357.18
	PAYE & NIC	£1,739.74
HMRC	Superannuation	£1,863.40
Norfolk Pension Fund	Telephone and Broadband	£49.91
BT	Printing	£17.84
Norfolk Copiers	Annual Registration	£35.00
Information Commissioner	Compliment Slips	£30.00
Norse Eastern Ltd	Hosted IT	£214.62
Microshade	Data Protection Reg Training	£35.00
Norfolk Parish Training & Support	Annual Fee	£748.69
PRS for Music	Cleaning Materials	£54.70
Hugh Crane Cleaning Eqt	CC Grounds Maintenance	£226.00
Spruce Landscapes	Bar Card Machine Charges	£5.17
WorldPay	70's Night DJ Deposit	£75.00
M Roberts	Water Filter Cartridges	£44.37
Nisbets	SAM2 Brackets	£120.00
Westcotec	Dog Bin Emptying	£1,680.00
South Norfolk Council	Burial Ground Maintenance	£750.00
Spruce Landscapes	Trafalgar Square	£600.00
Spruce Landscapes	Newsletter and Leaflets	£416.00
Hollinger Print	Stationery	£94.13
Viking Direct	Various	£265.18
Barclaycard	Grounds Maintenance	£723.00
Garden Guardian	Play Area Repairs	£1,904.18
Fenland Leisure Products	Waste	£74.23
Veolia	Relief Caretaking	£1,134.48
Houseproud Commercial		

All Stars Entertainment	M Jackson Balance	£595.00
The Poppy Appeal	S137 Donation	£75.00
NCSSC	Damage Deposit Return	£60.00
JML Refrigeration	Service Fridges	£171.60
ESPO	Gas	£83.39
Spruce Landscapes	Level & Turf Graves	£120.00
Roger Hyde Flooring Ltd	50% Floor Refurb Deposit	£2,626.20
Total Gas & Power	Electricity	£797.89
Hugh Crane Cleaning Eqt	Cleaning Materials	£47.88
Pitkin & Ruddock	Air Con Annual Service	£795.60
David Michal Productions	2018 Event Deposits	£1,620.00
S Cunningham	Steam Cleaner	£80.00
C Moore	Petty Cash Top Up	£43.24

12. Committees and Advisory Groups

a) Neighbourhood Plan Committee Report

The report of the meeting was **noted**. John Henson reported that the first of the 'roadshow' public involvement events at the Craft Fair had been a great success.

b) Finance & Governance Advisory Group – 01.11.17

The following recommendations were **agreed**, proposed by David Gooderham, seconded by David Hewer, all in favour:

- That the three bonds due to mature in 2018 would be reinvested in similar bonds, and that the Rosebery Park S106 money would be split between a bond and an investment in the CCLA Property Fund.
- To support the Clerk with a contribution towards 50% of the fees for the Level 4 Community Governance qualification, with claw back clauses if she terminated the course early, or if she chose to leave the Council within two years of completion of the course.

Clerk

c) Finance & Governance Advisory Group – 22.11.17

The following recommendations were **agreed**, proposed by Lisa Neal, seconded by David Hewer, all in favour:

- Grounds Maintenance Contracts:
 - **Burial Ground** – Spruce Landscapes at £5,600 per annum at combined discount rate.
 - **Memorial Garden** – Spruce Landscapes at £1,500 at combined discount rate.
 - **Community Centre** – Spruce Landscapes at £2,350 per annum.
 - **Devlin Drive** – Garden Guardian at £780 per annum.
 - **Verges** – Garden Guardian at £2,460 per annum.
 - **Mulberry Grass** – Garden Guardian at £1,280 per annum.
 - **Mulberry Grounds** – Vortex at £1,140 per annum.
 - **Playing Field Grass** – Garden Guardian at £945 per annum.
 - **Playing Field Grounds** – Garden Guardian at £1,480 per annum.
 - **Rosebery Park** – Garden Guardian at £2,090 per annum.
 - **Trafalgar Square** – Vortex at £1,160 per annum.
- That the Open Spaces Precept Strategy be adopted as presented.

Clerk

13. Other Matters

a) Co-option to Neighbourhood Plan Committee

It was **agreed** to co-opt Charles Auger to the Committee, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

b) Play Area Markings Project

David Hewer kindly offered £325 funding from the Five Plus Magazine, which was accepted with grateful thanks. The Clerk noted that this meant that the project was fully funded, and would be commissioned once all money had been received. **Clerk**

c) Lead Consultant for Community Lane Project

The Chairman noted that eight tenders had been received, and most were weighty documents, therefore this item would be deferred to the January meeting.

d) Press and Media Policy

The Press and Media Policy was **agreed** as presented, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

e) General Data Protection Regulation

The Clerk presented a briefing note which was noted.

14. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 14a on the agenda, as the matters related to staff employment, proposed by Tim Boucher, seconded by John Henson, all in favour.

a) Report of the HR Advisory Group

The following recommendations were **agreed**, proposed by John Henson, seconded by Trevor Spruce, all in favour: **Clerk**

- To increase the weekly contractual hours of the Assistant Clerk / Community Centre Manager to 30 from 1st December 2017
- To increase the weekly contractual hours of the Administrator to 8 from 1st December 2017
- To remunerate the Assistant Clerk for additional hours accrued as set out within the report
- To increase the weekly contractual hours of the Litter Picker to 8 once the transfer of Rosebery Park was complete
- To add the role of Data Protection Officer to the Clerk's job description
- To approve the appointment of a temporary relief caretaker on a zero hours contract to cover the planned sickness of the Caretaker.

15. Date of next meeting:

- Wednesday 3rd January 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.50pm.

CHAIRMAN