



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, NR14 7WB

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NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend an Annual Parish Council Meeting of Poringland Parish Council at 7pm on Wednesday 7th September 2022 at Poringland Community Centre. Members of the Public are able to access the meeting [via this Link to the Meeting](#).

The Business to be Transacted is as Follows:

1. To Record Apologies for Absence

2. To Receive Declarations of Interest

3. To Agree Minutes of the Meeting on 29th June 2022

4. Matters Arising, including Clerk's Report

5. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Council Report (7 minutes)
- b) County Council Report (5 minutes)
- c) Public Participation (15 minutes)
- d) Police Newsletter and Update.

6.Planning

a) To Consider Applications Received

- i. 2022/1639 - Proposal: Single storey garage conversion.
Location: 39 Devlin Drive Poringland Norfolk NR14 7WA
- ii. 2022/1491 - Proposal: Single storey rear extension and rebuilding of garage in existing
Location: 3 Caistor Lane Poringland Norfolk NR14 7QT
- iii. 2022/1429 - Proposal: Subdivision to form two independent properties together with extension and alteration of existing Annexe.
Location:128 The Annexe, The Street Poringland Norfolk NR14 7LA

b) To Note Planning Decisions

- i. APP/L2630/W/22/3296988: APP 2021/0488
Proposal: Erection of up to 19 dwellings with all matters reserved except for access.
Location: Land to The North of Heath Loke Poringland Norfolk.
Appeal Decision: Appeal Allowed
- ii. Location: 13 St Marys Road Poringland Norfolk NR14 7SR
Proposal: T1 Oak - Crown reduce on one side to match previous work carried out on southern aspect of the tree. Reduce spread from 14m to 11m.
Decision: Approval with Conditions
- iii. Location: 6 Burgate Lane, Poringland NR14 7SQ
Proposal: Reduce Copper Beech (SN109) - reduce by 1.5m from No. 8 Burgate lane to leave 3.5m, reduce by 3.5 - 4m from 6 Burgate Lane to leave 4.5m-5m, thin canopy by 25% and reduce crown height by 2m to leave 8m

Decision: Approval in part, refusal in part.

- iv. Location: Broadlands Brickle Road Poringland Norfolk NR14 8NG
Proposal: Hawthorne tree - Fell - Under 5-day exemption (Retrospective)
Decision: Approval with Conditions

7. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation up to 31st July 2022
- b) Accounts for Payment
 - i. To agree accounts for payment
 - ii. To agree accounts for payment with pecuniary Interests
 - iii. To agree the additional payment list provided
 - iv. Confirm councillors who will approve payments for September.
- c) To consider the option to opt out of the SAAA central external auditor appointment arrangements.

8. Men's Shed

- a) To Consider a request from the Men's Shed for a shipping container to located at the Shed.
- b) To Consider the Chatty Chair Project - In conjunction with the Men's Shed.

9. Dignity in the Workplace

- a) To Pass a Resolution to sign up to the Civility and Respect Pledge.
- b) To Adopt the Dignity at Work Policy.

10. To Consider Van Hire Options

11. To Respond to the Proposed 20 mph of Hardley Road, Davy Grove, Revel Burroughs Way, Neale Avenue, Ellis Mead, Briggs Drive & Wilson Place.

12. To Confirm a Location and Amount Memorial Bench for an Employee who passed away in 2021.

13. To Consider a Request from Poringland Community Speedwatch to be responsible for the SAM2 Camera.

14. Poringland Fires

- a) To receive updates regarding the two fires that took place on 19th July and 12th August 2022.
- b) Council to consider arrangements for money raised to help those affected by the fires.

15. To Agree a Poor's or Fuel Allotment Charity Representative from The Parish Council

16. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Community Land Advisory Group
- b) Firework Working Party

17. To receive proposal to close the meeting for items 14 and 15 under section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960 as it refers to terms and conditions of service of employment and sensitive information including GDPR

18. To receive an update from the HR Advisory Group

19. Date and Time of Next Parish Council Meeting

The next Parish Council meeting Wednesday 5th October 2022, 7pm at Poringland Community Centre unless otherwise advised.

Dated 31st August 2022

Parish Clerk: *Charlotte Hummel*

Minutes of a Parish Council Meeting of Poringland Parish Council

Wednesday 29th June 2022 at 7pm

Meeting held at Poringland Community Centre

Attendance John Joyce (Chair), Ken Aldridge, Tim Boucher (Vice Chair), John Henson, David Hower, John Overton, Lisa Neal, Chris Walker.

Also in attendance: Charlotte Hummel (Clerk), NCC Vic Thomson, SNC Trevor Spruce. No members of the public present.

1. To Record Apologies for Absence

Apologies were **ACCEPTED** from S Curtis and C Pitelen.

2. To Receive Declarations of Interest

L Neal Item 6 & Item 10 - as a SNC Development Management (Planning) Committee and a Cabinet Member.

3. To Agree Minutes of the Meeting of 1st June 2022

The minutes of the last meeting held on the 1st June 2022 were **AGREED**.

4. Matters Arising from the Meeting of 1st June 2022, including Clerk's Report

- **Notice Board at the Memorial Garden.** The Men's Shed have been approached for a price they have confirmed a price of £150. Clerk approved and asked for a completion date **Ongoing**
- **Football Nets at Victory Ave.** The nets have not been reported as being left on the regular basis that they were. Some anti-social behaviour has been reported by older youths. The police are involved and are making regular visits to the area. The situation at this moment is quiet. **Ongoing**
- **Mulberry Play Area Repairs.** Various equipment has been further damaged at the parks. The clerk and caretaker have removed the various items of damage and the Men's Shed will remove the remainder and board up to make safe to use again. Lisa C and Allison will be meeting with a play park specialist on Wednesday 29th June. This is following a recent Amenities meeting. **Ongoing**
- **Handover of Play Equipment at Clements Gate.** The meeting with Barretts Homes and David Wilsons Homes has been postponed until 13th July. Clerk will be attending but a councillor attendance will also be required. **Ongoing**
- **Planning Appeal APP/L2630/W/22/3296988.** The parish council have responded to the planning appeal. A number of queries have been raised by the appellant about rights to access over PC land. Norfolk Homes have confirmed that no such right is in place and the land is owned by the PC. The appeal hearing will take place on 10th August 2022. **Ongoing**
- **Mast at Men's Shed.** The primary school have no issues with the proposed mast. No further objections have been raised by residents over the mast. **Council to Comment**

No further comments were raised regarding the clerks report.

5. Adjournment for Public Participation, County and District Council Reports, and Councillors with any Pecuniary Interests

- a) District Councillor T Spruce told council that SNC planned move to the old Aviva building is likely to take place over the autumn/winter. Regarding Nutrient Neutrality certain areas within South Norfolk could be vulnerable with regard to planning. SNC are hopeful to resolve some of the issues in the next few months. J Overton advised that the Community Action Fund closed on 24th June. This will reopen in September. The Parish Council were also asked if they would be interested into starting a community fridge within the parish. Council **CONFIRMED** that they would be interested in further details. J Overton will get details passed onto the clerk.
- b) County Councillor V Thomson informed the Parish Council that the Parish Partnership Scheme invitation to bid for 2023/24 opened on the 23rd June. The deadline for submissions is the 9th December 2022.

Norfolk County Council continues to work in partnership with colleagues in district, borough and the city councils to ensure we have a good programme in place to support our guests arriving from Ukraine, and their generous Norfolk hosts. To date, we have welcomed over 668 Ukraine guests, with a further 700 expected in the coming weeks. These guests are being supported by 472 Norfolk hosts.

- c) Public Participation – **NONE**

7.19pm L Neal withdrew from the meeting

6.Planning

a) To Consider Applications Received

- i. 2022/1037 - Proposal: Proposed single storey rear extension, extending 5.5m from the rear wall of the original dwelling house, with a maximum height of 4m and an eaves height of 2.75m. Location: 2 Glenn Road Poringland Norfolk NR14 7LL – it was **AGREED** that the plans on this application were misleading. A previous and recent extension application had not been included on this application. As a result, it made this a substantial build overall.
- ii. 2022/1088 - Proposal: Reduce Copper Beech (SN109) - reduce by 1.5m from No. 8 Burgate lane to leave 3.5m, reduce by 3.5 - 4m from 6 Burgate Lane to leave 4.5m-5m, thin canopy by 25% and reduce crown height by 2m to leave 8m. Location: 6 Burgate Lane Poringland Norfolk NR14 7SQ – **NO COMMENT**
- iii. Appeal: Local Planning Authority Reference: 2022/0471
DCLG Reference APP/L2630/D/22/3300078,
Location: 32 The Street Poringland Norfolk NR14 7JT Proposal: Erection of a Cart Lodge to Front – **NO COMMENT**

b) To Note Planning Decisions

- i) 2022/0824 – Location: 29 Spruce Crescent Poringland Norfolk NR14 7UA
Proposal: Garage conversion into habitable space Decision: **Approval with Conditions**

- c) It was **AGREED** that delegated authority would be given to the clerk to respond to minor planning applications as no full council meetings will take place in July and August.

7.37pm L Neal re-joined the meeting.

7.37pm SNDC T Spruce left the meeting.

7. Finance

- a) Receipts, Payments and Bank Reconciliation up to 31st May 2022 were **CONFIRMED**.

b) Accounts for Payment

- i. The accounts for payment were **AGREED**. Proposed C Walker, seconded D Hewer.
- ii. The accounts for payment with pecuniary Interests were **AGREED** it was noted that all councillors in future must ensure that they have received authorisation from full council, clerk or chair prior to submitting a claim. J Joyce also reiterated that payments must be made to the councillor making the claim. Proposed C Walker, seconded D Hewer.
- iii. The additional payment list provided at the meeting were **AGREED**. Proposed C Walker, seconded T Boucher.

<u>Payee</u>	<u>Description</u>	<u>Paid by Cheque</u>	<u>Paid By DD</u>	<u>Paid by BACS</u>	<u>NET TOTAL</u>	<u>GROSS TOTAL</u>	<u>VAT Reclaimable</u>
L Gooderham	Petrol			£22.46	£22.46	£22.46	
HMRC	PAYE & NIC			£2,345.90	£2,345.90	£2,345.90	
Nest	Pension		£147.72		£147.72	£147.72	

Norfolk Pension Fund	Pension			£1,976.52	£1,976.52	£1,976.52	
BT	Landline and Mobiles		£224.18		£224.18	£269.01	£44.83
BT	Mobiles		£71.13		£71.13	£85.36	£14.23
Wave	Water		£75.18		£75.18	£75.18	
Wave	Water		£12.75		£12.75	£12.75	
Wave	Water		£229.70		£229.70	£229.70	
Total Energies	Electricity		£42.09		£42.09	£44.19	£2.10
Total Energies	Electricity		£783.58		£783.58	£940.30	£156.72
Top Mark	Carpet Cleaning			£165.00	£165.00	£165.00	
Top Mark	Carpet Cleaning			£120.00	£120.00	£120.00	
Worldpay	Café Expenditure		£82.89		£82.89	£85.98	£3.09
Parish Online	Subscriptions			£80.00	£80.00	£96.00	£16.00
Auditing Solutions	Internal Audit			£460.00	£460.00	£552.00	£92.00
The Alarm Co	Maintenance			£275.00	£275.00	£330.00	£55.00
R&A Window Cleaners	Window Cleaning			£125.00	£125.00	£125.00	
Hugh Crane	Cleaning Supplies			£117.14	£117.14	£140.58	£23.44
Cooks Blinds & Shutters	Shutter Door Service			£274.00	£274.00	£328.80	£54.80
Viking	Stationery			£48.31	£48.31	£57.97	£9.66
Spruce Landscapes	Generator			£50.00	£50.00	£60.00	£10.00
Veolia	Waste Removal			£74.81	£74.81	£89.77	£14.96
Garden Guardian	Grounds Maintenance - May 22			£1,361.42	£1,361.42	£1,633.70	£272.28
Garden Guardian	Grounds Maintenance - June 22			£1,361.42	£1,361.42	£1,633.70	£272.28
Screwfix	Maintenance - tools			£51.23	£51.23	£61.47	£10.24
Yare Shipping	Café Expenditure			£293.35	£293.35	£301.10	£7.75
Petty Cash	Office Desks			£15.00	£15.00	£15.00	
The Macarnos	Band			£200.00	£200.00	£200.00	
Framingham Earl Singers	Band			£50.00	£50.00	£50.00	
Unity Bank	Bank Charges		£36.30		£36.30	£36.30	
Spruce Landscapes	Fencing			1,650.00	£1,650.00	£1,980.00	£330.00
The Saxonettes	Band			200.00	£200.00	£200.00	
Glasdon UK Ltd	Waste Bin			493.51	£493.51	£592.21	£98.70
Spruce Landscapes	Grounds Maintenance			445.83	£445.83	£535.00	£89.17
Spruce Landscapes	Grounds Maintenance			150.00	£150.00	£180.00	£30.00
Unity Multipay Card	Consumables		1,469.38		£1,469.38	£1,530.74	£61.36
Unity Bank	Bank Fees		64.80		£64.80	£64.80	

BT	Mobiles - May		52.87		£52.87	£63.44	£10.57
					£15,698.47	£17,377.65	£1,679.18
Cllr. Sean Curtis	Wood for Table Tops	91.20			£91.20	£91.20	
					£91.20	£91.20	£0.00
					£15,789.67	£17,468.85	£1,679.18
Community Action Norfolk	Subscriptions			£150.00	£150.00	£150.00	Removed as awaiting new Quote

- iv. J Henson, D Hewer, J Joyce & C Walker **CONFIRMED** they would approve payments for July and August. It was noted by the clerk that a number of accounts do not allow access for the clerk or assistant clerk. This would be looked into throughout the summer period but some support would be required from a number of councillors to help the clerk to gain access to these accounts.
- c) Annual Governance and Accountability Return
 - i. The Internal Audit Report (Final Version June 2022) had been circulated prior to the meeting. Comments from the internal auditor were **NOTED**
 - ii. The Annual Governance Statement were **AGREED** and signed. Proposed C Walker, seconded T Boucher
 - iii. The Annual Accounting Statements were **AGREED** and signed. Proposed J Henson, seconded D Hewer.
 - iv. The **CONFIRMED** dates for Notice of Public Rights to View were 1st July 2022 to 11th August 2022.
- d) Appointment of an Internal Auditor for 2022/2023 was **AGREED** as Stephen Christopher of Auditing Solutions Ltd.
- e) Delegated authority was **AGREED** and **AUTHORISED** to the clerk for financial business including payments through July and August when no full council meetings would take place.

8.00pm NCC V Thomson left the meeting.

8. Community Centre Kitchen

- a) Quotations received for the Community Centre refit of the kitchen were discussed and it was **AGREED** to accept the quote from Hotel Catering Supplies. Proposed L Neal, seconded T Boucher.
- b) Quotations received for the replacement of the glass washer and new dishwasher were discussed and it was **AGREED** to accept the quote from Hotel Catering Supplies. Proposed T Boucher, seconded L Neal. **AP** Clerk to arrange with Hotel Catering Supplies a timescale for installation.

9. Parish Councillor Vacancy.

The vacancy for a parish councillor is still open. There have been two interested parties. **AP** clerk will make contact and supply prospective councillors with information.

8.07pm J Henson left the room

10. Shaping the Future Together Reception

J Joyce had attended the reception held by South Norfolk District Council (SNC) and was encouraged by a number of funding channels particularly with the community land project. This was certainly something that the Parish Council could look into further. Much focus was also raised with regard to going green and electric charging points could be

installed to those that wanted them. It was highlighted that the community centre carpark could be an ideal location for this.

The Parish Council were keen on the idea of working together and that key contacts for the key points raised would be Emily Larter and George Denton at SNC.

8.10pm J Henson returned to the room

11. To confirm location of a new storage container with associated costs at the Community Centre so a planning application can be submitted.

It was **AGREED** that the storage container would be located along the Hedge line adjacent to Mulberry Field. Proposed L Neal, seconded D Hewer. **AP** Clerk will now complete a planning application to be submitted to SNDC planning department.

12. To Receive Updates and Consider Recommendations from Advisory Groups

- a) Amenities Advisory Group – D Hewer gave an update (Appendix 1). It was **AGREED** that delegated authority to be given to the clerk to work with amenities AG so that works can continue through the months of July and August when no meeting of full council will take place.
- b) Community Land Advisory Group – T Boucher gave an update (Appendix 2). It was **AGREED** that delegated authority to be given to the clerk to work with CLP AG so that works can continue through the months of July and August when no meeting of full council will take place.
- c) Jubilee Working Party and Firework Working Party – T Boucher gave an update on the Jubilee celebrations and lessons learnt for a future event. It was **AGREED** that a regular summer event will take place and that this was set as the 3rd Saturday of June each year. For 2023 this will be 17th June. It was **CONFIRMED** that the summer fete would be a joint venture with Framingham Earl Parish Council.

The focus was now on organisation of the Fireworks on Saturday 5th. J Overton has joined the group and has already made a number of enquiries for costings, these have been passed onto the clerk and bookings officer who will continue to make arrangements as necessary. The clerk advised that a site and fire risk assessment was going to be obtained. Framingham Earl Parish Council had extended an offer to make this event a joint venture. It was felt that due to the budget required for this event that it would be better if Poringland Parish Council dealt with this event solely. J Joyce will speak to the chair of Framingham Earl Parish Council.

Budgets were discussed for this event and it was **AGREED** that a budget of £10,000 was set for the event. Proposed K Aldridge, seconded T Boucher. **AP** Clerk to look at further accesses for the site and a suitable area of hardstanding (liaise with the architects for the site)

13. To receive proposal to close the meeting for items 14 and 15 under section 1 para 2 of the Public Bodies (Admission to Meetings Act 1960 as it refers to terms and conditions of service of employment and sensitive information including GDPR

Proposed J Henson, seconded J Joyce. **AGREED**

14. To receive an update from the HR Advisory Group

Currently the Admin and Finance Officer is being carried out under a temporary contract. It was **AGREED** that this temporary contract would be extended until 31st October and that recruitment for a permanent Finance and Admin Officer would go out in September.

15. To receive an update from the Community Centre Advisory Group

An update was given and it was **AGREED** to go with the clerk's recommendation concerning some hirers and writing off a small amount of historic bad debtors. The clerk confirmed that should the bad debtors wish to hire the centre in future they will be expected to pay their debt off first. The clerk advised that the breakout office still needed quotes. **AP** J Overton would supply details to the clerk of contractors, T Boucher would look through the drawings and the clerk would put the tender package on the council website.

16. To Agree Date and Time of Next Parish Council Meeting

The next Parish Council meeting will be held on Wednesday 7th September 2022, 7pm at Poringland Community Centre.

Appendix 1

Summary of the Meeting of the Amenities Advisory Group

Wednesday 15th June 2022 7pm at Poringland Community Centre

In Attendance: David Hewer (Chairman), Sean Curtis, Carl Pitelen, and Lisa Callow (Assistant Clerk)

Apologies for Absence: Tim Boucher and John Overton

Review Outstanding Items from Previous Minutes:

- Sequential tree tags to be purchased and installed – **Outstanding**
- New SAM sign brackets and post to be purchased to replace those removed as part of the village gateways installations – **Outstanding**
- Three Civil Engineer quotes to be obtained to address the flooding on the playground pathway with designs to divert it into the pond. Suggestions include a swale to run alongside the pathway or an underground pipe, but open to ideas with safety being paramount – **Outstanding**
- Check with Norfolk Homes if there is a hydro break in the Community Centre pond – **Outstanding**
- Monthly playground reports completed by staff are to be sent to members of the Amenities Group – **The reports are completed by hand on location, they are then available in the office for review. They will also be made available for review at each Amenities meeting – Closed**
- Cleaning product to be purchased to treat algae and moss growth on all playground equipment, and all play areas cleaned – **Outstanding**
- Replacement of playground equipment – **Outstanding; see below**
- Purchase storage container – **The container is on order, and planning permission is required**
- Research the leasing of a works van – **Outstanding**

It was agreed that now the new Clerk is in post some of these outstanding items can start to move forward.

Replacement of playground equipment: It was agreed that quotations for the replacement of Mulberry Park play equipment should continue to be obtained, with the following specifications: -

- Area should remain enclosed
- Area should be levelled out where necessary and bonded rubber matting used, or something similar and low maintenance
- The equipment should have a traditional aesthetic but be low maintenance
- Equipment replaced like for like with regards to age ranges, should be modern, in keeping with the times and what is popular at present.

It was also agreed that the tunnel on the Mulberry Park play equipment should be removed and the holes blocked up / made safe. There seems little point in repairing it when new equipment is to be purchased in the near future.

Carr Lane – Fly Tipping: All houses along the area where grass cuttings are being disposed of to be written to requesting them not to fly tip, this includes garden waste.

Carl has previously spoken to Vic Thompson regarding the poor state of the verges along Carr Road, NCC have cut some back but more is required as the brambles are creeping onto the road. It was agreed another email should be sent to Vic requesting further action.

Community Woodland Wheelchair Access: The footpath is bumpy and boggy underfoot in places, it was agreed to obtain quotes for a drainage pipe to remove some of the water believed to be overflowing onto the path from the lagoon. As well as speaking to Scott Raney about obtaining more woodchips.

It was also suggested to arrange for a tree survey to be undertaken on all the trees on Parish Council land. A. Clerk to look back through the files to see when the Parish Council last had a tree survey undertaken.

The working group recommend a contractor should be appointed to maintain the woodland once or twice a year. In particular, the picnic table area, verge of the north lagoon, and fence line of the south lagoon, and preferably before the start of the school holidays.

Boundary with Dormer House – Grass Flailing and Ditch Clearing - A. Clerk to obtain maps detailing the boundary with Dormer House, and the of community centre/mulberry park to provide to Carl.

The Advisory Group requesting the insurance details regarding the use of Ben Burgess vehicles on Council land be doubled check, and for the Clerk to forward the response received from Zurich.

Grass Flailing of the meadow can begin from 15th July at the earliest, therefore quotes should be obtained from contractors for the work. Once the grass flailing has taken place it is recommended that the ditches be cleared of excess mud and silt.

Carl has enquired with Vic Thompson about a grant for native hedging.

Suggestions from Parishioner – The working group noted the suggestions provided from a Parishioner regarding the clearing of the tree trunks of offshoots, etc. from the trees around The Ridings; and the request for a composting facility for residents, which has already been suggested and noted as part of the Community Land Project.

Any Other Business

- Hedge along the footpath between the Men's Shed area and the school is overgrown (from the school gate), as well as areas around the Playing Field. To be investigated regarding ownership and getting it cut back / maintained
- It was agreed that quotes should be obtained for pond clearance and tree pruning for the pond located behind the Community Centre, and to obtain quotes to raise the canopy of the tree on Cawston Meadow
- The five ways roundabout should now be cut as per the Verges contract (it can be cut from May onwards) – A. Clerk to chase with EG Care
- The verge outside number 103 The Street is overgrown – to be reported
- Overtons Way requires road sweeping, and the hedge near the police car park is overgrown – to be reported.

Appendix 2

Community Land Project Advisory Group

Wednesday 8th June 2022

Summary of meeting and approvals

Attended: Tim Boucher, Sean Curtis, David Hewer, John Joyce, Carl Pitelen, Chris Walker

Jerene Irwin (Chaplin Farrant), Clerk: Charlotte Hummel

1. Jerene Irwin from Chaplin Farrant brief presentation recap from following the Annual Parish Meeting. It was explained that the initial presentation and the work carried out so far by Chaplin Farrant was done by building on previous consultations and understanding what was deemed a priority in 2015 (Tennis courts, BMX, multi-use (muga) pitch, allotments) and how the parish has changed and the different priorities that the parish has. It was agreed that some of the initial requirements that came from initial consultations would still be required such as allotments, skate park and walking trails. It was discussed if the multi-use games area would create enough use. Tim had spoken with SNDC who were keen to get involved. A muga pitch may not be viable due to cost. Looking at costs for a muga pitch could cost in excess of £500,000 to install with a further £100,00 to refurb every 10 years. It was agreed that a muga pitch was a much lower priority. It was agreed that another football pitch was also not required at this time.

Areas of interest to get started on the land included

- Allotments (Clerk will email all on waiting list to find out who is still interested in an allotment. An allotment building rather than separate sheds for users. A hardened walk route to the allotments.
- Trim Trail that would be suitable for disabled as well as walking/ running. Outdoor gym equipment use. Coloured routes could be added for different walks.
- Skate park and BMX track.
- Other areas of interest included a community orchard, conservation b-lines – sow wild flower meadows.
- An area to hold community events would be useful with a natural stage area, picnic areas and a means to connect to the other areas.

Options of where the facilities may be placed on the site with a list of pros and cons this way it will give residents options. It was confirmed that second access to the site would be required for safety at events. This was essential to factor in, this could be from the woodlands or Carr Lane.

2. To establish and gain input of what is known about the land. Carl had good knowledge of what was on the areas of land and agreed to mark out areas on an image of the site from Chaplin Farrant. This would help Jerene gain better knowledge of what already exists on there. – Update needed
3. Chaplin Farrant and the PC's next step forward to understand the size of area that the PC would be looking at for some of the priority items:
 - Allotments – 36 full size allotments which are approximately 250 m² per plot. Some of these plots will be too large for some to cope with so there could be an option for the parish council to half some of these. Fees can be look at via surrounding neighbours and allotment associations.

- ❖ Clerk will also look at the Allotments Act 1922, 1925 & 1950. – Clerk has been reading through Allotment law and has sent emails to all on the waiting list for an allotment to gather continued interest
 - BMX Track – It was confirmed that a small to medium track would be the best size for the area. Location could be decided later and the costing to install a 'natural track would be relatively small.
 - Skate Park – It was agreed that medium to large track similar to the size at North Walsham would be most suitable.
 - Carpark – The area should be slightly larger than the carpark at the community centre. This needs to be a more natural hardstanding than that or tarmac. The carpark will be for parking but to allow vendors and public toilets as required for events.
4. Chaplin Farrant to advised That they require a Topographical Survey and an Ecological Survey to be carried out. Quotations have been obtained by Chaplin Farrant.
- Topographical Survey – It was AGREED to accept Plandescil quotation of £2250 for a resurvey of whole site.
 - Ecological Survey – It was AGREED to accept Small quotation of £843
 - ❖ Clerk to find and forward to Jerene Ground Investigation and Topographical survey commissioned by Norfolk Homes. – Clerk obtained surveys and passed to Jerene.
5. Professional bodies that will be contacted are Norfolk Wildlife Trust, Local Police Liaison Officer and Ecologists. Local Interests Groups could be contacted as well as the local Primary and Secondary Schools.
6. To ensure that decision making can be made swiftly so that this project can continue to move forward at a consistent pace it was confirmed that the Advisory Group have delegated authority to approve spending so that the project does not fall behind.
7. Consultation period with the public is scheduled for the week commencing the 18th July. The parish council would like to attend both Primary and Secondary schools if possible in this week and then take through to the community centre for the afternoon evening. The publication boards would remain in place at the centre for residents to drop by at their own leisure and pass their comments as they wished.
- ❖ Clerk to liaise with both schools regarding attending. – Clerk has contacted both schools and availability. Framingham Earl are closing at 12pm on Wednesday 20th July. The 18th and 19th is school movement days so an assembly meeting may not be possible however they are open to class meetings if this would help. Newsletter drop via email is fine.

CHAIRMAN

Clerk's Update on Matters Arising

The following are matters/updates that have arisen since the last meeting or have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Notice Board at the Memorial Garden.** The Men's Shed have now fitted the noticeboard, there had been an issue with the lettering this has been removed and the new lettering has been sent. This will be fitted when the I from annual leave. **Ongoing**
- **Football Nets at Victory Ave.** No further correspondence or complaints of the goals has been raised in two months. **Closed**
- **Mulberry Play Area Repairs.** Equipment that had been damaged has now been removed and made safe by The Men's Shed **Closed**
- **Handover of Play Equipment at Clements Gate.** A meeting has taken place meeting with Barretts Homes and David Wilsons Homes the poor fitting of the matting was discussed. The play Specialists have suggested fitting the edges better into the ground and this should hold better on the surface. The clerk agreed in principle that this could work but would want to see this done before progressing. The fence and maintenance was raised. First Port have agreed to take on responsibility of it, but a check is required concerning the commuted Figure to the PC and if the fence is covered in this. The large boulder stones were agreed to be removed. **Ongoing**
- **Planning Appeal APP/L2630/W/22/3296988.** Following the appeal hearing that took place on 10th August 2022 the Inspectorate allowed the appeal. The clerk has received an email from Stuart Roffey – Boardwalk Property Developments Ltd asking for talks with the PC. Clerk to arrange on her return. **Ongoing**
- **Rosebery Park** Clerk has met with Spencer Burrell from Big Sky Living. The installation of the park equipment has commenced with the inclusion of an accessibility friendly roundabout and sensory play boards. There are still works to be carried out to complete the park, but it has been confirmed with Spencer to contact our solicitors and draw up details of commuted sum figures and transfer documents. More will follow over the next few months on this. **Ongoing**
- **Rest Centre Plan.** The Clerk is working with Jenny Bloomfield at SNC to update the community centres rest centre plan. This has progressed well and should be completed by October Full Council Meeting. **Ongoing**
- **Emergency Plan.** David and Ken have been working hard to complete the emergency plan for Poringland. This should be ready in time for the November meeting. **Ongoing**
- **Advisory Group Meetings.** Following a review, I am working on how to ensure that the advisory groups still meet but how it can be streamlined. This will bring this forward to Full Council in October. **Ongoing**
- **Breakout Office** The tender package has been sent to a variety of builders, so far I have had one builder declined to quote and I have not had any further correspondence back from the other interested parties. I have extended the period to tender until the end of the month at which at this point the council will have to consider how to move forward with this project. **Ongoing**
- **Shipping Container at The Community Centre.** Following further advice SNC have now confirmed to the PPC that planning is no longer required for a container to be placed on PC land. The container was delivered on Monday 5th September. Work will now be carried out by the caretakers to start storing various seasonal items and equipment in it so that the shed can be made into a workshop and hold regular used items for the Community Centre and around Poringland. **Ongoing**
- **Kitchen Refit.** The flooring in the kitchen has now been fitted and the kitchen cupboards have had a

face lift. The new Dishwasher and Glasswashers have been installed and the washing machine has moved from the kitchen to the side entrance room. The kitchen is being delivered to site on Tuesday 6th September and will be fitted on Thursday 8th September. The old kitchen units will be repurposed in the caretaker's new workshop. **Ongoing**

- **Community Centre Maintenance.** The centre has had some overdue maintenance, this has included repainting of the corridors and café area as well as some clearing and organising in the variety of storage rooms. Moving forward the Community Centre AG will need to look at the continued issues of the roof and progress this further. **Ongoing**
- **T&C's and Hire Charges at the Community Centre.** It has been recognised by the Bookings Officer that the Terms and Conditions and Hall Hire Charges need to be addressed. We have been working together to take to the Community Centre AG an updated Terms and Conditions as well as Hire charges for users that reflect the rising costs of running the centre. **Ongoing**
- **SAM2 Brackets.** The Assistant Clerk has been in contact with Highways regarding the brackets for the SAM2 camera that went missing after a sign was moved. Cllr Vic Thomson has confirmed that he will cover the costs for replacement from his budget. **Closed**
- **Carr Lane.** Norfolk County Council is working to create a plan of this area to determine what areas of Carr Lane are the responsibility of highways or landowner. Cllr Vic Thomson has advised that it is not straightforward and could take some time. **Ongoing**
- **Ridings Adoption of Highway.** It has been advised that the Ridings has not yet been adopted by NCC and therefore this is the reason why the weeds in the road are so unsightly. The Clerk contacted Norfolk Homes to enquire when this is likely to happen. **Ongoing**
- **Mulberry Park Playground Consultation.** The Assistant Clerk and the F & A Officer have met with Proludic who design, supply and install playgrounds. It was suggested that a consultation undertaken to understand what equipment children would like to see. This has been set for 21st September from 2.30pm – 4.30pm on the 21st September at the Pavilion so as to capture children/parents at the end of the school day. A survey will also be set up for people to comment. I will also be meeting with the Charity 'Build' discuss accessibility and inclusivity when design play equipment. The Clerk will also seek any advice for the community land at the same meeting. The Assistant Clerk will compile the results for the Amenities AG. **Ongoing**
- **New Councillor Enquiries.** The council has received some interest for the vacant position however no applications have been made. **Note**
- **New Dog Poo Signs.** Following T Boucher's visit to the Primary School and speaking with the children about things that concern them in the parish a competition was held to design a poster to encourage people to use the bins provided in the parish to discard of their dog's poo. Seven winners were picked by T Boucher and the Clerk and these have been sent off to be made into A4 signs that will be located in the village. **Ongoing**
- **Gritting Route Request.** The Assistant Clerk has had confirmation from Norfolk County Council that they will not be including Rectory Lane/Upgate/Hall Road on the gritting route. The resident who requested this has been informed. **Closed**

Charlotte Hummel
Clerk to the Council
1st September 2022


YOUR COMMUNITY SNAPSHOT




Poringland Safer Neighbourhood Team
South Norfolk


www.norfolk.police.uk


We are your Safer Neighbourhood Team - Want to get in touch?

 Report an incident through our website.

 Call us on 101 or 999 in an emergency.

 SNTPoringland@norfolk.police.uk

 @SouthNorfPolice

 South Norfolk Police

Your Beat Manager



PC 665 Andy Sneddon

YOU SAID, WE DID

Road safety

Patrols were conducted across target areas in all parishes, ensuring the safety of road users. We have responded to reports of issues and dealt with dangerously parked vehicles with Traffic Offence Reports, which result in driver education courses, fixed penalties, or a summons to court.

Burglary/theft

Despite burglary and theft being a perceived priority, there is very little evidence to suggest that these are an issue in Poringland. General patrols have been conducted and advice continues to be given about keeping your property safe.

Anti-social behaviour

PC Sneddon has conducted multiple targeted patrols in Poringland, Rockland and Whitlingham after reports and concerns of anti-social behaviour. This has resulted in reduced demand and repeat calls regarding ASB. Work continues to with partnership agencies and community groups to tackle ASB that occurs.

YOUR PRIORITIES

- Road safety
- Burglary/theft
- Anti-social behaviour

NEED TO KNOW

Here are some tips to keep you safe from burglary:

Lock all doors and windows, removing the keys

Light up your house with dusk-to-dawn sensor security lighting

Hide your valuables, jewellery, and cash in a safe.



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MEDIA



CALL US ON 101
OR 999 IN AN
EMERGENCY



TALK TO YOUR
LOCAL BEAT
MANAGER

