



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FSLCC
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 25th July 2018 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

1. Attendance and Apologies for Absence

2. Declarations of interest for items on the agenda and applications for dispensations

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.

3. Minutes of the meeting held on 27th June 2018

4. Matters arising including Clerk's Report

5. Report from the Chairman

6. Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests

- a. District Councillors (7 mins total)
- b. County Councillor (5 mins total)
- c. Public Participation (15 mins total)

7. Planning

- a. Applications Received
 - i. 2018/1112 4 Highland: Retrospective proposal in install 4 air source heat pumps.
 - ii. 2018/1586 Pure Spice, 109 The Street: Replace front window with door and addition of extractor fan.
- b. Applications with further information
 - i. 2018/1210 Land west of Mill Close: Erection of single dwelling and garage.
 - ii. 2018/1211 Land south of Mill Close: Erection of single dwelling and garage.
- c. Planning Decisions
 - i. 2018/0048 Land to the east of Overtons Way: Construction of 8no. new 3 storey, 3 bedroom town houses with private gardens and parking allocation **REFUSED**
 - ii. 2018/0878 14 Boundary Way: Ground floor kitchen extension, first floor bedroom extension with balcony and internal alterations.. **APPROVED**
 - iii. 2018/0986 Casa Florenza, Bungay Road: Two storey rear extension to dwelling and new front boundary wall. **APPROVED**

8. Correspondence and Consultations

- a. Traffic Calming, St Marys Road

9. Finance

- a. Receipts, payments and bank reconciliation for June 2018
- b. Accounts for payment
- c. Quarterly Finance Monitoring Reports

10. Committee and Advisory Group Reports and Recommendations

- a. Neighbourhood Plan Committee Report and Draft Policies for comment
- b. HR Advisory Group Report and Approval of Policies

11. Other matters

- a. Health and Safety Policy
- b. Renewal of Café Agreement
- c. Tree Inspection Report

12. Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matter:

- a. Cemetery Groundwater Report
- b. Staffing Matters

13. Date of next Parish Council meeting: Wednesday 22nd August 2018, 7pm, Poringland Community Centre

Dated the 19th July 2018

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 27th June 2018 7pm Poringland Community Centre

Present: Trevor Spruce (Vice Chairman in the Chair)
David Gooderham
John Henson
David Hewer
John Joyce
James Landshoft
Lisa Neal
John Overton
Chris Walker
Catherine Moore (Parish Clerk)

Also attended: 25 members of the public in attendance.

1. Apologies

Apologies for absence were received from Tim Boucher.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce declared an interest in item 11c as he had tendered for the works.

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

3. Minutes of the Previous Meeting

The minutes of the meeting held on 23rd May 2018 were considered. An amendment was made to page 1 – remove Lisa Neal and add John Joyce to attendance list. With this amendment the minutes were **agreed**, proposed by David Hewer, seconded by John Henson, all in favour.

4. Update on matters arising from the minutes

The Clerk presented her report into matters raised. Further updates:

- The Rosebery Park transfer was nearing completion and the snagging list had been discussed, with timescales agreed for completion of these matters.

5. Report from the Chairman

Nothing to report.

6. Public Participation

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

a) District Councillors

John Overton reported that the discussions between South Norfolk Council and Broadland District Council around sharing services were ongoing, with feasibility studies being undertaken.

Lisa Neal reported that the Greater Norwich Local Plan had undertaken a very successful consultation which had resulted in 180 new sites being brought

forward. These would be assessed and consulted on in the coming months. Most people had expressed a preference for concentrated development, with mixed views on the concept of a new village. There was lots of support for economic growth, and for small / single storey dwellings. The Plan would be three months behind schedule due to the new sites for consultation.

Lisa attended the launch of the GoGoHares in Wymondham, and promoted the free Wymondham Trails app.

South Norfolk On Show was scheduled for Sunday 1st July. The Community Pub of the Year competition was being launched.

b) County Councillor

Vic Thompson had sent his apologies and circulated his report.

c) Public Participation

A member of the public noted that there were faulty street lights at Rosebery, and was asked to report the details by email to the Clerk.

A representative of Rosebery Park addressed the Council regarding the fenced open space areas, expressing disappointment that the railings had been taken down and that the area was not now suitable for use by dogs off leads. It was felt that they had been taken down only due to their visual impact, and noted that the ones at the play area had remained.

Disappointment was expressed that no signs had been put up saying no dogs, and that the bins had been installed, suggesting dogs were welcome. Concern was raised regarding planning permission for the replacement of the railings, and questions were asked about who allowed the situation to develop. The speaker noted that she worked to keep the area clear of fouling, and asked whether they were private residential areas. She felt that the community should have been given the opportunity to have their say on the removal of the railings. She noted that 11 people had signed in support of the proposal to retain a form of dog-friendly fencing around the spaces.

A member of the public spoke about the Mill Close planning applications, expressing concern that the proposed development would overlook existing properties. He noted that the land was elevated and currently had a single storey chalet dwelling, and that the proposal was in excess of one storey. Concern was expressed regarding piling which could destabilise existing properties. Concerns were raised that the property would result in exceeding the 8 dwellings allowed on a unadopted road. It was felt that the tower would be detrimental to the visual amenity, and that the invasion of privacy was against the Human Rights Act. It was felt that the proposals could devalue the existing properties.

A member of the public wished to record his concern regarding the trip hazard on the new cycleway, which had been signed off by Norfolk County Council.

A member of the public asked when the spine road could be opened even to pedestrian traffic. It was explained that Norfolk Homes would open the road as soon as possible, however it was within a construction site and so was not safe to do so. Planning applications were being submitted for that phase of construction.

A member of the public asked what was happening with the open space in Picton Close / Ponsonby Way. It was confirmed that the land still belonged to the developer and was not ready to be handed over. It was confirmed that permission had been given to fell an oak tree to create the spine road.

A member of the public stated that there would be no piling on the Mill Close development site, and that there would be no overlooking or infringement of privacy. He planned to tweak the application to extinguish the issues, and had sent photos showing the impact of the tower on the landscape.

A member of the public asked whether Parish Council meetings could be advertised on Facebook, it was **agreed** that this would be reintroduced.

Clerk

Standing orders were reinstated.

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

7. **Planning**

a) Applications Received

i) 2018/1210 Land west of Mill Close: Erection of single dwelling and garage.

ii) 2018/1211 Land south of Mill Close: Erection of single dwelling and garage.

Trevor Spruce had viewed the plans and visited the site. He noted that he shared the concerns raised by residents. It was noted that the justification for the tower was misguided as there had not been a mill on site for 100 years. The development was intrusive and required proper planning justification. The District Councillor noted that the planning officer would be visiting the site before determining the application, and if he was minded to recommend approval, the application would be sent to Committee.

It was **agreed** to object to the application on the basis of loss of neighbouring amenity, inappropriate form of development, overcrowding, and loss of privacy, proposed by Trevor Spruce, seconded by David Gooderham, all in favour.

Clerk

iii) 2018/1302 126B The Street: Extension to provide orangery, bedroom bay window and covered parking. Converting garage to exercise / treatment / carers accommodation.

Chris Walker had viewed the plans and visited the site. He noted issues with the right of way access, with the owner of the track expressing concern about construction traffic. The plans did not deal with the treatment of surface water drainage. It was felt that there was a lack of clarity in the proposals as to whether this would be a commercial venture or was for private use. The lorry was inadequate for a business-related volume of traffic and would result in an intensification of the use of the premises.

Clerk

It was **agreed** to seek clarification on the business use of the premises and refuse if it was for business use, proposed by John Henson, seconded by Chris Walker, all in favour. The Clerk and Chairman were delegated to

respond once clarification had been received.

b) Planning Decisions

- i) 2018/0718 Community Centre, Overtons Way: Extension to existing car park. **APPROVED**
- ii) 2018/0755 27 Springfields: Single storey rear extension. **APPROVED**

Lisa Neal returned to the meeting.

Standing orders were suspended to allow the District Councillor to speak, proposed by John Henson, seconded by David Hewer, all in favour.

Lisa Neal briefed the meeting on the Orsted Hornsea 3 proposals. It was noted that South Norfolk Council were a statutory consultee, and that the potential visual impact of the building from the A47 and surrounding areas was massive. Visuals from the consultation documents were shown. It was noted that South Norfolk Council had requested that the visual impact be minimised by sinking it into the ground and painting it grey. It was **agreed** to respond to the consultation by requesting that the building be grey rather than green, and that the smaller of the buildings be planned for Mangreen. The building should be sunk into the ground as far as possible and masked into the landscape. It should not have an impact on the nearby listed building of Keswick Hall. Proposed by John Henson, seconded by James Landshoft, all in favour.

Clerk

8. Correspondence and Consultations

a) Dog Friendly Gated Areas

Correspondence from a member of the public was noted. John Overton gave an overview of the background behind the public open spaces in Lansdowne Drive, noting that there had been no mention of railings in the particulars for the sale of the houses. Planning permission could not be found, and it was felt that the situation had been badly managed by Big Sky. It was confirmed that dogs were permitted in the spaces if they were unfenced, and the spaces were for any member of the public to use. The space was never designated as a dog park, although dog bins were installed to combat the issue of fouling. There was a great deal involved in setting up a dog park, including rules, shade, water and location. It was suggested that a dog park could be considered in the plans for the Community Land Project, if this was felt appropriate and was supported by the community. Discussion ensued regarding the concept of a dog park in Poringland, and it was **agreed** to look at the feasibility of a designated dog park area within the village, proposed by Trevor Spruce, seconded by David Hewer, all in favour.

Clerk

b) Carer Friendly Communities

Correspondence from Norfolk Family Carers was noted. It was **agreed** that as this was being picked up by the Good Neighbours Scheme, the Parish Council did not need to take any further action.

c) Parish Partnership Fund

Correspondence from Norfolk County Council was noted. Councillors were

reminded that an enquiry had been made about white lining along Devlin Drive with a view to this being part of an application.

9. Finance

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for May 2018 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by John Henson, seconded by David Hewer, all in favour. Trevor Spruce and John Henson would authorise the payments.

	Staff Salaries	£6,008.51
	PAYE & NIC	£2,070.56
HMRC	Superannuation	£2,159.76
Norfolk Pension Fund	Telephone and Broadband	£43.92
BT	Printing	£52.63
Norfolk Copiers	Printing – Annual Report	£699.00
Norse Eastern	Chairman Training	£75.00
Norfolk PTS	Hosted IT	£217.62
Microshade	Subscription	£70.50
Parish Online	CC Electricity	£748.96
Total Gas & Power	CC Gas – May 2018	£51.09
ESPO	CC Gas – April 2018	£101.17
ESPO	CC Water	£230.91
Wave	Card Machine Charges	£3.22
WorldPay	Door Repair	£2,274.00
MPS Doors	Floor Refurb - Balance	£1,816.20
Roger Hyde Flooring	Kitchen Door Repair	£35.00
M Grapes	Hand Drier	£248.54
Norwich Electrical	Air Conditioning Repair	£466.20
Pitkin & Ruddock	Event Expenditure	£50.85
R McCarthy	Disco Deposit	£100.00
M Roberts	Dreamers Balance	£800.00
Temple Brothers	Cemetery Water	£10.75
Wave	Pavilion Blinds	£576.00
Compass Blinds	P Field Electricity	£380.02
Eon	Ground Water Audit	£4,320.00
Cemetery Dev Services	Memorial Repairs	£1,470.00
Abbey Memorials	Bins	£1,307.05
Glasdon	Grounds Maintenance	£191.66
Vortex	Grounds Maintenance	£870.22
Garden Guardian	Waste	£99.56
Veolia	Grounds Maintenance	£945.00
Spruce Landscapes	Bin Install / Mulberry Access	£1,729.32
Spruce Landscapes	Various	£662.26
Barclaycard	Cleaning Materials	£344.13
Hugh Crane Cleaning	Signs	£361.20
Bartlett Signs	Tables – 60's Night	£115.60
Banqueting Hire Service	Floor Maintenance Chems	£63.94
Havwoods Accessories		

R McCarthy	Advertising / Mileage	£42.28
J & A Saunders	Window Cleaning	£140.00
Martin Daws	CC Decorating	£1,300.00
C Moore	Petty Cash Top Up	£26.89
R McCarthy	Fete Prizes	£44.65
SLCC Norfolk	Summer Conference	£49.50

- c) Investment Account Signatories
 It was **agreed** that Tim Boucher, Trevor Spruce, David Gooderham and John Henson would be signatories on the investment accounts, proposed by Chris Walker, seconded by Lisa Neal, all in favour. **Clerk**

10. Committees and Advisory Groups

- a) Neighbourhood Plan Committee
 The report of the meeting was **noted**.

11. Other Matters

- a) Cemetery Groundwater Audit Report
 The report was presented and discussed. It was **agreed** to commission the work with the Environment Agency to agree mitigation measures, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

Trevor Spruce withdrew from the room as he had a pecuniary interest. John Henson was elected to chair item 11b, proposed by John Overton, seconded by Chris Walker, all in favour.

- b) Fence at Playing Field Play Area
 The Clerk presented prices to replace the fence, a significant section of which had fallen down with the entire fence beyond economical repair. It was **agreed** to install a metal fence by Ben Willis Landscaping at a cost of £3,400, proposed by Chris Walker, seconded by Lisa Neal, all in favour. **Clerk**

Trevor Spruce returned to the meeting.

- c) Devin Drive Hedge Cutting
 A report from the Clerk was presented outlining a proposal to request delegated authority to maintain the hedge along Devlin Drive, for an agreed sum of money. It was **agreed** to approach Norfolk County Council with this solution, proposed by John Henson, seconded by Chris Walker, all in favour. **Clerk**

12. Date of next meeting:

- Wednesday 25th July 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.20pm.

CHAIRMAN

Clerk's Update on Matters Raised at Previous Meetings

The following matters have been raised at previous meetings, and updates are noted below for information. This document does not include matters within the agenda.

- **Rosebery Park S106 Transfer** – 18.06.18 – exchange confirmed 20.06.18, completed 06.07.18. Progress with snagging issues being closely monitored. **ONGOING**
- **Community Land Project Transfer** – confirmed Council wishes to proceed. Norfolk Homes are moving earth and levelling on site, will then proceed with the transfer once complete. 12.06.18 – anticipate handover July 2018. Solicitors appointed 03.07.18 **ONGOING**
- **White lining on Norfolk Homes estate roads** – Emailed Highways Engineer for price 06.06.18, met on site 04.07.18 **ONGOING**
- **New burial ground** – Letters will be written when time allows and other backlogged urgent tasks have been cleared. **ONGOING**
- **Redesigned pavement Shotesham Road** – Norfolk County Council have approved the redesign, waiting for contractors to approve start date- 12.07.18. **ONGOING**
- **White lining on cycleway** – taken up with Breheny 13.06.18. Corrected June 2018. **COMPLETED**
- **Dog Park** - this will be discussed at the Strategic Whole Council Advisory Group meeting in November. **ONGOING**
- **Groundwater at Cemetery** – Environment Agency report to be discussed at July meeting **ONGOING**
- **Pavilion Heating** – gas installation commissioned, works due to begin 31.07.18. Heating install to be scheduled once gas installed. **ONGOING**
- **Devlin Drive Hedge Proposal** – John Joyce to approach relevant officer at Norfolk County Council. **ONGOING**
- **Public Space Protection Order** – enquiry whether this applies to unequipped S106 open space – enquired 18.06.18; chased 09.07.18. **ONGOING**

Catherine Moore
Clerk to the Council, 19th July 2018

[REDACTED]
St Marys Road
Poringland
Norwich
Norfolk
NR14 7SR

Tel [REDACTED]
[REDACTED]

CLERK
Mrs C. Moore
Parish Office
Poringland Community Centre
Overton's Way
NR14 7WB

22nd June, 2018

FAO – Mr Tim Boucher: Chairman Poringland Parish Council

Dear Catherine,

Over ten years ago (though I cannot now recall the exact date) there were held a number of public meetings to try and establish the desired direction of development for Poringland and its close neighbours. The public were requested to indicate what projects or development they wished to see.

At one of those meetings - at the Framingham Earl High School - I, and a number of other residents indicated two things we wished to see take place in St Marys Road, namely:- the introduction of a 20 MPH speed limit, and the painting of double yellow lines around the bend, particularly covering the point where the footpath leads to the Primary School.

More recently, but still a number of years back, at a SNAP meeting held at the Community Centre, I raised the problem of parents parking their cars around the bend mentioned above. As St Marys Road is a bus route, it is a daily occurrence that congestion arises, sometimes to the point of complete immobility.

Regarding the second point first, my complaint at the SNAP meeting was accepted as a priority and immediately adopted. The Police, sad to say, went a bit overboard and placed No Parking cones, not just around the bend, but the whole length of St Marys Road. One or two tickets were issued and, for perhaps one week, the road remained clear. Then, gradually, the cones all disappeared, and parents returned to parking around the bend.

There is an obvious danger to children with either situation, but happily, no accidents or deaths as far as I am aware, as yet, though the potential for either remains. Needless to say, the request for double yellow lines around the bend has not been granted. However, I notice that a 20 MPH zone has recently been introduced in Shotesham Road (where no immediate danger to children is apparent).

Somewhere in the dim and distant past I seem to remember that there was a recommendation (if not an obligation) for 20 MPH speed limits to be introduced in the proximity of all schools. Perhaps you might comment on that.

In the meantime, might I, yet again, request the competent authorities to reconsider the introduction of a 20 MPH speed limit in St Marys Road, and to paint double yellow lines around the bend.

How difficult can it be?

Yours sincerely,

A dark, horizontal rectangular redaction mark covering the signature area.

Catherine Moore

From: [REDACTED]@norfolk.gov.uk>
Sent: 05 July 2018 09:59
To: Catherine Moore, [REDACTED]
Subject: RE: Attached letter

Dear Catherine

Thank you for your e-mail.

I have not been made aware of this issue in my tenure as Highway Engineer, but would comment on the points raised as follows :-

While previous Members did agree that it would be desirable to have 20mph speed limits outside all schools in the County several years ago, unfortunately there was no funding made available for this project, and as such the matter was never taken forward.

As you may already be aware from past discussions, funding was also withdrawn for our Traffic Management Programme approximately 3 years ago, and as such we no longer have funding, or resources available to progress traffic schemes, this would include waiting restrictions (double/single yellow lines). There are exceptions to this, some traffic schemes are still being progressed by NCC, but paid for by developers as part of the planning conditions for major developments, the new limits at Shotesham Road, and Devlin Drive being recent examples. Unfortunately we would not be able to consider installing a 20mph speed limit at St. Marys Road, as we do not have funding available for traffic schemes at this juncture.

I hope that the foregoing information is of assistance.

Regards
[REDACTED]

From: Catherine Moore [mailto:clerk@poringlandparishcouncil.gov.uk]
Sent: 02 July 2018 10:28
To: [REDACTED]
Subject: FW: Attached letter

[REDACTED]

This will be on the agenda for the July meeting, do you have any comments?

Many thanks

Catherine

Mrs Catherine Moore BSc FSLCC
Clerk to Poringland Parish Council

Tel: 01508 492182
Email: clerk@poringlandparishcouncil.gov.uk
Website: <http://www.poringlandparishcouncil.gov.uk>
Address: Poringland Community Centre, Overtons Way, Poringland, Norfolk NR14 7WB
Office opening hours: Monday to Wednesday 9.30am - 12.30pm; Thursday 9.30am - 4pm; Friday by appointment.

General Data Protection Regulation: The Council's Privacy Statements can be viewed at <https://www.poringlandparishcouncil.gov.uk/privacy-statements.html>.

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 5 July 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	0.00
1	Unity Trust	12,954.31
2	Hampshire Trust Bond 1	56,629.62
2	Barclays Deposit	0.00
2	Unity Trust Deposit	190,068.41
2	Nationwide Instant Access	60,650.75
2	Cambridge & Counties 120 Day	75,311.82
		395,614.91
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		396,164.91
<u>Unpresented Payments</u>		
1	27/06/2018 300055	1,300.00
1	17/03/2018 SO	3.00
1	28/03/2018 300001	75.00
		1,378.00
		394,786.91
<u>Receipts not on Bank Statement</u>		
0	05/07/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		
		394,786.91
<u>All Cash & Bank Accounts</u>		
	Current	11,576.31
	Bonds & Savings	382,660.60
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	394,786.91

PORINGLAND PARISH COUNCIL				
Payments List 25th July 2018				
Payee	Code	Description	Amount	Chq no.
S Cunningham	Salary	Administrator		SO
R McCarthy	Salary	Assistant Clerk		SO
J Dodman	Salary	Bar Staff		BACS
S Cunningham	Salary	Bar Staff		BACS
L Gooderham	Salary	Caretaker		SO
S Warmingier	Salary	Cleaner		SO / BACS
C Moore	Salary	Clerk		SO
S Duffell	Salary	Project Officer		SO
			£6,275.32	
HMRC	Salary	PAYE / NIC	£2,099.36	BACS
Norfolk Pension Fund	Salary	Pension Contributions	£2,159.76	BACS
C Moore	Salary	Mileage	£29.25	BACS
BT	General Administration	Telephone & Broadband	£40.24	DD
Microshade	General Administration	Hosted IT	£217.62	SO
Norfolk Copiers	General Administration	Printing	£43.59	BACS
Norfolk Copiers	General Administration	Photocopier Rental	£172.76	SO
Zurich Municipal	General Administration	Insurance (Rosebery)	£182.15	BACS
Nisbets	Community Centre	Bistro Chairs x 8	£244.70	BACS
Office Water Supplies	Community Centre	Water Cooler inc. install	£241.80	BACS
Total Gas & Power	Community Centre	Electricity	£712.23	DD
ESPO	Community Centre	Gas	£41.90	DD
Worldpay	Community Centre	Card Machine Charges	£2.88	DD
Eastern Tree Care	Community Centre	Car Park Extension Tree Plan	£490.00	BACS
R McCarthy	Community Centre	Event Expenditure	£30.98	BACS
Norse Eastern	Neighbourhood Plan	Display Boards	£50.00	BACS
Parker Planning Services	Neighbourhood Plan	Consultant	£1,440.00	BACS
David Ogilvie Engineering	Outside Spaces	Bench & Mushrooms	£2,003.40	BACS
Spruce Landscapes	Comm Centre / Cem / M Garden	Grounds Maintenance	£945.00	SO
Veolia	Comm Centre / Cemetery	Waste	£74.23	DD
Heritage	P Field / Comm Centre	Relief Caretaking (May & June)	£1,332.16	BACS
Flameskill	P Field / Comm Centre	Fire Extinguisher Servicing	£180.42	BACS
Spruce Landscapes	Comm Centre / Commuted Sums	Various Maintenance	£936.00	BACS
Vortex	Commuted Sums	Grounds Maintenance	£191.66	BACS
Barclaycard	Comm Centre / Admin / Proj / O Space / C	Various	£1,018.31	DD
			£21,155.72	

Poringland Parish Council
Budget Comparison 2018/19

Details	First Quarter 2018/19				
	Budget	Expenditure	% of Budget	Budget Remaining	
Salaries					
Staff Salaries	124899.00	31304.00	25.06%	93595.00	
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	
TOTAL	125899.00	31304.00	24.86%	94595.00	
General Administration					
Audit Fees	1650.00	420.00	25.45%	1230.00	
Insurance	4750.00	0.00	0.00%	4750.00	
Petty Cash & Stationery	1500.00	280.00	18.67%	1220.00	
Telephone & Broadband	600.00	110.00	18.33%	490.00	
Bank Charges	0.00	91.00	#DIV/0!	-91.00	
Subscriptions	1550.00	194.00	12.52%	1356.00	
Advertising and Publicity	500.00	0.00	0.00%	500.00	
Printing (newsletters & reports)	1000.00	840.00	84.00%	160.00	
Printing (general)	250.00	87.00	34.80%	163.00	
Training	2100.00	1728.00	82.29%	372.00	
Hosted IT Solution	2160.00	544.00	25.19%	1616.00	
Office Equipment	800.00	144.00	18.00%	656.00	
TOTAL	16860.00	4438.00	26.32%	12422.00	
Burial Ground					
Maintenance	6000.00	1530.00	25.50%	4470.00	
Memorial Maintenance (council paying)	0.00	0.00	#DIV/0!	0.00	
TOTAL	6000.00	1530.00	25.50%	4470.00	
Community Centre					
Maintenance	6000.00	3562.00	59.37%	2438.00	£1895 - door repair; plus various other repairs in quarter
Cleaning	2000.00	502.00	25.10%	1498.00	
Heat & Light	7500.00	2293.00	30.57%	5207.00	
Water	1000.00	259.00	25.90%	741.00	
Rates	0.00	0.00	#DIV/0!	0.00	
Capital & Improvements	1280.00	2572.00	200.94%	-1292.00	£1155 Q1 sound; £1300 decorating
Grounds Maintenance	2350.00	587.00	24.98%	1763.00	
Bar	3500.00	999.00	28.54%	2501.00	
Relief Caretaking	9000.00	562.00	6.24%	8438.00	
Event Expenditure	7250.00	3641.00	50.22%	3609.00	Deposits for 2019 events; plus performer fees in quarter
Contingency Fund	3000.00	0.00	0.00%	3000.00	
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	
Loan Repayment (PWLb)	8713.26	4357.00	50.00%	4356.26	
TOTAL	52293.26	19334.00	36.97%	32959.26	
Outside Spaces					
Capital and Improvements	0.00	140.00	#DIV/0!	-140.00	
Verge Cutting	2460.00	703.00	28.58%	1757.00	
Memorial Garden	1500.00	375.00	25.00%	1125.00	
Dog Bins	1900.00	0.00	0.00%	1900.00	
General Repairs and Replacements	1000.00	1147.00	114.70%	-147.00	Bins; signs
TOTAL	6860.00	2365.00	34.48%	4495.00	
Playing Field					
General Costs	8000.00	1330.00	16.63%	6670.00	
Heating Scheme	6434.00	2570.00	39.94%	3864.00	Gas install funded by WHMPFT
Grass Cutting & Grounds Maintenance	2425.00	404.00	16.66%	2021.00	
TOTAL	16859.00	4304.00	25.53%	12555.00	
Miscellaneous					
Professional Fees	1500.00	3850.00	256.67%	-2350.00	Year end accounts; groundwater audit
General Contingency	1600.00	0.00	0.00%	1600.00	
Octagon Post Office (S137)	200.00	0.00	0.00%	200.00	
Section 137	300.00	0.00	0.00%	300.00	
TOTAL	3600.00	3850.00	106.94%	-250.00	
Projects					
Community Land Project Planning	13000.00	0.00	0.00%	13000.00	
Neighbourhood Planning	16500.00	166.00	1.01%	16334.00	
TOTAL	29500.00	166.00	0.56%	29334.00	
TOTAL EXPENDITURE	257871.26	67291.00	26.09%	190580.26	
	Budget	Income		Budgeted Income Remaining	
Income					
Miscellaneous	500.00	20.00	4.00%	480.00	
Capital Grants	0.00	1028.00	#DIV/0!	-1028.00	
Verge Cutting Delegation	4100.00	0.00	0.00%	4100.00	
Neighbourhood Planning Grant	15000.00	6770.00	45.13%	8230.00	
Interest on Investments	2000.00	2166.88	108.34%	-166.88	

**Poringland Parish Council
Budget Comparison 2018/19**

Burial Ground - General	5500.00	2288.00	41.60%	3212.00	
Memorial Repairs - Charge Lifting	0.00	0.00	#DIV/0!	0.00	
Memorial Repairs - Commissioned	0.00	175.00	#DIV/0!	-175.00	
Refund	0.00	0.00	#DIV/0!	0.00	
TOTAL	27100.00	12447.88	45.93%	14652.12	
Community Centre Income					
Hirers - Regular	40000.00	12579.00	31.45%	27421.00	
Hirers - Casual	10000.00	3251.00	32.51%	6749.00	
Bar Takings	9000.00	2007.00	22.30%	6993.00	
Police	3000.00	709.00	23.63%	2291.00	
Comm Centre Misc	500.00	252.00	50.40%	248.00	
Event Income	13855.00	3425.00	24.72%	10430.00	
Refund	0.00	0.00	#DIV/0!	0.00	
TOTAL	76355.00	22223.00	29.10%	54132.00	
Precept	150922.12	75461.06	50.00%	75461.06	
Shortfall Grant	1994.00	1994.00	100.00%	0.00	
TOTAL	152916.12	77455.06	50.65%	75461.06	
TOTAL	256371.12	112125.94	43.74%	144245.18	
Commuted Sums (earmarked for specific purpose over 10 years)					
	Fund	Expenditure	Income	Fund Remaining	
Devlin Drive	36916.94	130.00		36786.94	
Mulberry Close (play equipment only)	16285.15	3292.00		12993.15	
Mulberry (grounds maintenance) - spend	28156.40	1624.00		26532.40	
Trafalgar Square	50219.60	1073.00		49146.60	
Community Infrastructure Levy	5394.88	0.00	43361.46	48756.34	
Norwich Road Bus Shelter (30 years)	32725.36	50.00		32675.36	
	169698.33	6169.00	43361.46	206890.79	
Earmarked Reserves					
Open Spaces Reserve	31000.00	0.00		31000.00	
Neighbourhood Planning	14500.00	0.00		14500.00	
Community Land Project Land	10000.00	0.00		10000.00	
Community Land Project Planning	20000.00	0.00		20000.00	
Memorial Repairs	1050.00	1225.00	175.00	0.00	
Balance Floor Refurbishment	2188.55	2039.00		149.55	
Balance Play Markings	1719.00	1579.00		140.00	
Car Park Extension	15000.00	0.00		15000.00	
The Six Administrator	347.89	0.00		347.89	
	95805.44	4843.00	175.00	91137.44	
Bank Accounts					
Unity Trust Current		13334.33			
Unity Trust Deposit		190068.41			
Petty Cash / Floats		550.00			
Nationwide Instant Access		60650.75			
Julian Hodge Bond 1		22000.00			
Hampshire Trust Bond 1		56629.62			
United Trust 100 Day Savings		0.00			
CCLA		0.00			
Santander Bond 1		0.00			
Charity Bank Instant Access		0.00			
Cambridge & Counties 120 Day Savings		75311.82			
Fidelity		30000.00			
Hampshire Trust Bond 2		20000.00			
Julian Hodge Bond 2		55000.00			
		523544.93			
Unpresented Cheques		1378.00			
Adjusted Bank Balance		522166.93			
Free Funds Not Allocated Elsewhere		177803.62			
(Bank Balance minus budgeted expenditure, plus budgeted income, minus commuted sums, minus earmarked reserves)					

Poringland Neighbourhood Plan – Draft Policy options

For Issues and Options Consultation

Vision

Poringland will be a safe, sustainable, self-sufficient and thriving local community with a strong identity and sense of place, with a village feel. It will encourage small and local businesses to prosper, and thereby create a 'future proofed' village, where residents have homes for life and a community which cares for all.

It will support a robust infrastructure of services and facilities balanced with protection and preservation of local natural habitats

Policies and objectives

1 Housing and the built-environment

Objective - To provide a balanced mix of house types and tenures, including affordable and 'future proofed' homes-for-life

In recent years, the housing growth in Poringland has been disproportionate to its size and place in the local plan spatial strategy, due largely to the lack of a five year housing supply in the Norwich Policy Area for a number of years. The growth rate is just over double the planned growth rate, which could cause issues around social cohesion and inadequate service provision.

Whilst it is recognised that Poringland provides a sustainable location for some housing growth, there is a need, moving forward, to strike the appropriate balance between growth, especially the rate of growth, and the needs of the existing community.

There is a clear local concern regarding the impact of growth on local services and potentially the increased need for additional services.

Policy 1: Phasing residential growth

The Parish Council will work with the Greater Norwich planning authorities to support a sustainable rate of growth in Poringland. This will include seeking a pause to the delivery of growth in the village as part of the next local plan, such that allocations are programmed to start in the second five-year period of the local plan following adoption.

Development will also need to be managed and phased so as to ensure alignment with the capacity of available local services such as the schools and health care.

The housing profile is dominated by detached homes, with three bedroom properties most common. Just over a quarter of properties are single occupancy and almost half of households have 2 or more spare bedrooms for the number of people living there. This would indicate a need for smaller homes to enable residents to downsize if they choose, although of course not everyone would want to. The recent large developments have also tended to focus on the provision of larger family homes, with a lack of smaller market dwellings for older or differently abled residents. Conversely, affordable home provision has focused on smaller dwellings, with few of the smaller dwellings being open-market. Poringland has an older and an ageing population. This would indicate the need for development to focus on homes suitable for older people, perhaps single storey or easily adaptable for older less mobile occupants, so that residents are able to stay in Poringland as they get older.

The overall scale of development is a key area of local concern. Although this is a matter for strategic planning by the local planning authority, the concern could potentially be addressed by a greater focus on smaller developments rather than large estate developments.

To that end, the Neighbourhood Plan seeks to encourage smaller-scale developments to come forward in the future, which provide a better mix of sizes for all tenures. Early consultations have identified that the community places a high priority on smaller developments and in-fill comprising smaller homes, homes suitable for older people, eco-homes, and starter homes.

The biggest concern locally is the increase in traffic with further growth, especially traffic through the centre of the village.

The Neighbourhood Plan will work to support the growth and its timing agreed with South Norfolk District Council in its new Local Plan. However, any new residential growth in Poringland will need to meet the requirements in **Policy 2**, set forth below.

Policy 2: Housing – scale

Housing schemes will need to comprise of 20 dwellings or fewer. Developments of more than 20 dwellings will only be supported where they also propose to deliver significant community benefits. In-fill proposals will be supported in principle as long as the proposal does not unduly harm the local character, is a gap within a continuous line of housing or development, and the gaps can accommodate no more than five dwellings.

Separate applications for parcels of land that are contiguous and in the same ownership will need cumulatively to comprise 20 dwellings or fewer.

Policy 3: Housing – location

There will be a presumption against development that would result in a material increase in traffic on the B1332 through the heart of the village (see Proposals Map for Heart of the Village). To help with this, development will be expected to be located to make it easy and attractive for new residents to walk or cycle to local services and facilities.

There will also be a presumption against development to the south of the village as defined on the proposals map, although proposals for single dwellings which do not harm the valued landscape may be considered acceptable.

Policy 4: Housing mix

Developments will need to provide a mix of housing types and sizes, and these should demonstrably meet local need.

In addition, a minimum of 20% of dwellings must be suitable for or easily adapted for older or less mobile residents. Proposals for sheltered housing will be supported in principle.

The inclusion of affordable home ownership, eco-homes and/or self-build plots on development sites will be considered as a benefit in the planning balance.

All developments should demonstrate their sustainability

In order to comply with the above policies, any existing larger site allocations coming forward to the planning application stage should be sub-divided into smaller development parcels of 20 dwellings or fewer, each with their own unique neighbourhood feel and character, reflecting and integrating with the immediate area. Future site allocations and applications for planning permission should not exceed 20 homes per development site.

A material increase in traffic is defined in the County Council's Safe, Sustainable Development (2015) document, or any successor to this.

Planning applications with provision for affordable housing, starter homes or self-build plots should be accompanied by a Draft Head of Terms showing an intent to secure these housing types.

Any proposal that does not provide the mix of demonstrable local need, particularly of smaller one and two bedroomed homes, or provide the required proportion of homes suitable for older people will need to be justified with clear evidence that such homes are not at that time required to that level, or that the development is made not viable by meeting these requirements.

1.1 Affordable housing

Home ownership is high, 81%. It could be difficult for people with lower incomes, particularly the younger generation to stay in the village. A considerable amount of affordable housing has been delivered in recent years in Poringland and there is an indication that this has met the local need at the current time. Looking forward, however, additional need will emerge and this should be met. Early consultations indicate that affordable housing is a high priority locally, especially affordable housing that enables people to get on the housing ladder.

Policy 5: Affordable housing

Affordable housing should be provided where relevant, with the proportion being in line with the local plan requirements.

We would encourage developments of purely affordable housing.

An affordable housing mix that provides opportunities for local people to buy, including Starter Homes, as well as affordable rent will be given greater weight.

Those provided as affordable rent will need to be retained as such in perpetuity.

2 Environment, sustainability and rural character

Objective - To retain, encourage and enhance local natural habitats, to maintain and enhance a strong rural identity and sense of place for the area, through environmentally sustainable and sensitive small scale development

2.1 Natural Environment and landscape

The parish is semi-rural in character, based on former parkland area, and includes several woodland blocks scattered throughout the parish. Hedgerows previously delineated field boundaries, although these have been lost where large developments have amalgamated multiple agricultural fields, particularly in the west of the parish. Additional growth and development could place more pressure on these natural features and further fragment the remaining habitats available for local wildlife, and the community feels strongly about protecting wildlife and respecting landscape features. As a result, it is important to ensure

that further habitat loss and fragmentation is avoided and landscape features such as hedgerows are retained where possible, and that new developments realise an ecological gain as supported by the local community.

Development has been concentrated along the B1332 Norwich Road, with linear post-war development combined with estate development to the east, mostly between Long Road and Rectory Lane. There is also some estate development at Oaklands and Oakcroft Drive, to the east of the B1332. More recently, estate development has also taken place to the west of Norwich Road, such as south of Heath Loke. Additionally, some ribbon development extends along Caistor Lane, and Stoke Road/Poringland Road. The South Norfolk Place-Making Guide and Landscape Character Assessment suggest that development should not accentuate the linear quality of the post-war settlement pattern, and that important distant views towards Norwich and the Tas Valley be retained.

Policy 6: Natural Environment

As a minimum, all development will be expected to result in a demonstrable ecological gain, including through the creation of a range of habitats and reflecting the needs of local species. Great weight will be given to any proposals that would result in a significant ecological benefit.

There will be a presumption against any proposals which seek to remove protected or native species hedgerows, unless the impact can be adequately mitigated and an overall ecological gain achieved. Any hedgerow lost will be required to provide a native species replacement of an equivalent length and depth, as a minimum, and great weight will be given to proposals which result in an overall gain in the length of native hedgerow.

Policy 6b

The loss of any significant individual or groups trees will only be considered to be acceptable if replaced on a 3:1 ratio by native species or broadleaved trees.

The above will apply retrospectively to any trees or hedgerows removed within five years prior to a planning application being made.

Developments should seek to incorporate existing hedgerows into the design and layout of all development proposals wherever possible and further enhance this habitat by using mixed native species hedgerows to further delineate individual plots. Where fencing is proposed, gaps should be left underneath to allow to larger terrestrial species to travel through gardens unhindered. Bat boxes should be integrated into buildings.

An ecological study and/or arboricultural impact assessment should accompany all planning applications which effect natural structural features and should outline how it is compliant with the above policy and detail the mitigation measure proposed, which will be secured via planning conditions.

Policy 7: Landscape

There will be a presumption against development that reinforces the linear pattern of the village, and in particular that extends the village southward along the B1332. The landscape to the south of the village is considered to be a Valued Landscape and is designated as such in this Neighbourhood Plan.

As shown on the Proposals Map, important views to the south, west and east of the village will be protected from the adverse impacts from development. The layout and density of new developments should provide for distant views towards Norwich and the Tas Valley.

There will be a presumption against any proposal which results in the loss of any woodland.

2.2 Open space and access to green space

Poringland has recently accommodated considerably growth for a village of its size, and is likely to do so as part of any future Local Plan. This does risk, however, eroding available open and green spaces, and clearly any form of development, unless on brownfield, results on the loss of open or green space. Access to green space is an issue for some. Furthermore, clearly it could be threatened with further housing development potentially affecting Rights of Way, and the desire to gain access to the countryside could become greater as the village becomes more built-up. It will be important to ensure the provision of public open space as part of development, and protect sites, as designated Local Green Spaces, that are demonstrably important to the local community and are local in nature. This principle received very strong support in consultations, perhaps complementing a concern that the rural nature of the village is being eroded. It will also be important to ensure that Rights of Way are not harmed by new development.

Policy 8: Open and green space provision and countryside access

The following Local Green Spaces will be designated as part of this Neighbourhood Plan:

- Poringland Conservation and Fishing Lakes, by virtue of its recreational value, wildlife and tranquillity;
- Carr Lane community woodland; and the
- Playing field/ war memorial.

Policy 8a

Open space or play space requirements as part of new development or developer contributions will be expected to conform to SNC policy with the following additions:

- Must result in ecological gain; and
- Will benefit all members of the community, including with regard to play space, with access being available to all.

Policy 8b

New development should take opportunities to improve access to the countryside, and as a minimum it will be expected that countryside access via the Public Rights of Way network will not be harmed by development.

Designated Local Green Spaces are shown on the proposals map, and these will be protected from development in accordance with the NPPF.

2.3 Dark skies

The consultations revealed a degree of concern with the loss of dark skies with more street lighting. Although this is not a planning matter, it is a clear community aspiration that relates to keeping Poringland as a rural village.

Policy 9: Street Lighting

It will be essential to maintain the “dark skies” and the rural feel in Poringland by avoiding the introduction of street lighting as part of new development. New street lighting will therefore not be encouraged. If any is installed it must be designed so as to avoid disrupting the natural behaviour of bats.

Check with SNC as to whether this is a planning issue

This will help to preserve some of the important distant views from Poringland and help to maintain a rural village feel.

2.4 Flood risk

Porringland has a significant issue around surface flooding because of the local geology, and this was identified a key area of concern for most residents. New development will need to avoid contributing to surface flooding, including on adjacent or more distant land. **Could reference particular areas where flooding has historically been an issue.**

POLICY 10: Flood risk

All major development proposals, or those coming forward within the areas of high, medium and low risk from surface water flooding, as identified by the Environment Agency, shall satisfy the following criteria:

- The application includes a Flood Risk Assessment (FRA) and Surface Water Drainage Strategy that gives adequate and appropriate consideration to all sources of flooding and surface water drainage to ensure there is no increased risk of flooding either on the development site or to existing property as a result of the development. Developers will be expected to demonstrate that downstream water flooding is avoided.
- The Surface Water Drainage Strategy, including any flood risk mitigation measures, should be agreed as a condition of the development before any work commences on site and implemented before the new development is connected to the existing drainage system.
- Sustainable Drainage Systems should be considered for all planning applications, following the SuDS hierarchy with particular note:
 - Development that manages surface water through infiltration methods may be supported provided it can be demonstrated that this will not result in the increase of flood-risk off-site.
 - Due to the nature of the local geology, developers should seek solutions that use storage zones or connections to a water course as an alternative where infiltration is not effective or practicable. Such drainage solutions should intercept and store long term surface water run-off up to and including the 1% plus an appropriate allowance for climate change. The Neighbourhood Plan will support water features that are incorporated into recreational areas or ecological gains as part of the solution, where appropriate.
 - Drainage strategy is likely to include the need to avoid piping, preferring instead open drainage channels.

2.5 Rural character

The number of large-scale sites obtaining planning permission has been changing the character and form of the village in an adverse way, moving away from a rural village and more towards an estate driven suburb.

Any original or historic vernacular has largely been swallowed by more modern development over the years. Protecting old vernacular from being further diluted where

that old vernacular still prevails could be important. Any development in close proximity to these will need to have particular regard to any impact on their significance, and design itself might be more important.

There is no strong unifying theme in terms of design. The village contains a significant number of bungalows. Poringland is now characterized by a real mix of styles. There is concern locally that the density of newer developments has not reflected the character of the village, and that it is important for design to contribute towards retaining the rural nature of the village.

Policy 11: Character and Design

All new development should be of a character and density that is broadly reflective of Poringland as a rural village, and adds to the sense of place. Densities for new housing development on any given site should be consistent and compatible with the existing and prevailing density in that local context and reflect the need to ensure that the village and rural feel is retained.

Policy 11a

There will be an expectation that developments will reflect the architectural character of the village, building on local distinctiveness and should have a unifying architectural theme. Developments should provide for a number of different elevations, although there will need to be a maximum of three storeys for any dwelling. Homogenous designs will not be considered favourably. The overall external appearance of affordable dwellings should be designed to the same standard and appearance as any open-market dwellings and be indistinguishable from the open market housing on site.

Policy 11b

New residential development must be well integrated functionally with existing housing. This is likely to mean that new developments retain an open aspect rather than being closed off from the rest of the village. Design and layout should also integrate with trees, hedgerows and other natural features to retain a rural village feel and provide wildlife corridors and habitats. The inclusion of public art or central community space into development proposals will also be encouraged and should provide a community focus for a development.

Policy 11c

These design requirements will not be made unduly demanding for smaller developments of fewer than 10 dwellings. Furthermore, innovative and/or eco-friendly design that achieves the policy requirements will be given significant weight in the decision-making process.

Policy 11d

All plans should make adequate provision for the storage of wheelie bins out of sight from public view within each plot and provide for screened/obscured communal bin collection areas within the development.

Include photos as examples – Norfolk Homes a good example

Design and layout will need to avoid contributing to a suburban feel, which some recent developments have done, but must instead help to create a village feel.

The policy also requires developers to understand the local design and layout character, such as the existing general lack of flat rooves, the introduction of which could jar in a Poringland context.

Policy 12: Historic Environment

Proposals that impact on the setting of any designated heritage assets will only be supported if the impact is either positive, neutral or any adverse impact is negligible or capable of being mitigated. Design that complements the heritage assets in the vicinity will be considered favourably.

3 Transport and access

Objective - To provide and maintain an attractive infrastructure to encourage safe and sustainable options for travel in and around the village for pedestrians and cyclists

In the consultations, the community is particularly concerned about traffic generated by new development, especially though the village centre, and very supportive of enabling people to walk or cycle to services and facilities. Reasonable cycling and walking facilities do already exist, such as the off-road facilities along the B1332, although many cyclists prefer the carriageway. Public transport is good for a rural village, and this is reflected in patronage. In terms of waiting facilities, whilst some stops benefit from shelters, not all do.

The proximity of Norwich strongly influences travel patterns and choices. It will be important to retain good transport connectivity with the city, such as public transport, especially bearing in mind those who do not own a car

Despite the good cyclist and pedestrian facilities, over one third of accidents involve these groups. Injury is more likely the higher the traffic speed. Pedestrian and cyclist casualties could be reduced with lower traffic speeds.

Within the village, walking is the most popular mode of transport, whilst the number of people cycling is surprisingly low and the environment and infrastructure for cycling could need improving. Consultations found that people are more likely to cycle if there were more off-road paths, lower traffic speeds, improved safety features, and especially less traffic. Developments will be expected to take all reasonable opportunities to provide for safe and convenient pedestrians and cycle access. This could include providing new or enhanced facilities, or improving the physical condition of existing facilities.

POLICY 12: Sustainable Transport

New developments should encourage and enhance broader travel choices.

Development proposals must demonstrate safe walking and cycling links to key local services. Where necessary the developer must provide safe and good quality links between their site and existing provision.

Proposals that include improved connectivity to Norwich for sustainable modes of transport will be viewed favourably.

Development will take all reasonable opportunities to promote the use of public transport, such as improving bus waiting facilities. This could include improvements to bus services, especially weekend and evening services.

Consultations have identified a number of transport-related issues, not all of which are directly related to planning applications, but which are nevertheless important.

Policy 13: Transport Infrastructure and Services

When making decisions on transport or highways investment that affects Poringland, the relevant decision making bodies should take into account the following priorities, Improved footway and road maintenance in the village;

1. Improved car parking management around the school(s);
2. Reduced traffic speeds on existing residential streets and roads in the village;
3. An improved bus service
4. Improved parking management around shops

Any enhancement of the bus service should consider improvements to weekend and evening services as a priority, according to consultation feedback.

Policy 14: School parking

Proposals to improve the parking provision and management around the schools, especially in relation to pick-up and drop-off requirements, will be supported in principle.

Policy on any application for school expansion should include a parking management scheme?

The consultations identified a modest concern regarding parking provision related to future growth. Anecdotal evidence indicates that insufficient off-road parking in some new developments has led to on-street parking, with consequences for the flow of traffic and safety. Measures to slow down traffic in new residential areas and on through routes has strong local backing.

In terms of the layout of new development, whilst permeability within new developments for pedestrians and cyclists should be encouraged, this must not be to the detriment of security and crime/ police enforcement.

POLICY 15: Transport layout of new residential development and parking standards

The layout of new residential developments shall be designed to encourage reduced traffic speeds of 20mph or lower. Whilst development should be permeable to allow for easy pedestrian and cycle access through it layouts should be designed to minimise the potential for personal safety risks. In particular footpaths that have no natural surveillance or are routed along the back of homes and bounded by high fences, will be discouraged and footways or footpaths through new development that is not subject to over-looking should be refused.

Policy 15a

Where feasible and practical, off-street car parking should be provided for each new dwelling based on the minimum standards below.

1 bedroom = 2 spaces

2 bedroom = 3 spaces

3+ bedroom = 4 spaces

Where these standards cannot be met or where there is a potential for on-street parking to occur, streets should be designed to safely accommodate additional parking need, which may include parking facilities such as laybys. The level of provision will be determined on a site by site basis, enabling footways, cycle routes and junctions to remain accessible and unobstructed. There will be a presumption against parking courts.

Parking standards are needed to minimise on-street parking, and streets should also include some provision for on-street parking (such as lay-bys) so that people do not park on footways/ cycle routes etc.

A Transport Statement, where required, will need to show compliance with this policy.

4 Economy and community services/ facilities and infrastructure

Objective - To enhance the local economy with or by the provision of small business accommodation, attractive to established and start-up businesses

Objective - To develop current facilities to support the village and deliver attractive new amenities around sport, leisure, education and care

Poringland is, in many ways, strongly influenced by the proximity of Norwich, which provides many of the job opportunities for Poringland residents, as well as many cultural and service attractions. As explained earlier, Poringland also has excellent road and public transport connections to the city. Nevertheless, Poringland has a number of local services and facilities including the primary school GP surgery, pharmacy, Budgens supermarket, All Saints church, community centre and library, recreation ground, village hall, pubs, take-aways, and others. Although many of the services are dispersed along the B1332, there is a definite village centre, the Heart of the Village (see proposals map) around Budgens.

Although the availability of services is reasonable for a village, rural villages in Norfolk have been losing services, and this obviously results in access to services being made worse. This can be a key area of deprivation and fortunately at the moment Poringland is not classed as deprived for 'access to services'. The important consideration will be maintaining as a minimum the current level of services, and supporting new services. The increasing population will need to have a greater range of services to be sustainable community. Consultation feedback particularly supported new banking, leisure, and play/ sports facilities for older children. Although new childcare services were not seen overall to be especially important when ranked against other services, other feedback does suggest it is important to a minority, no doubt those with young children or planning a family. Furthermore, the evidence suggests that Poringland has an older and ageing population compared to elsewhere, and there is a desire to attract younger people to provide a better demographic balance. The availability of childcare provision could be important for this.

There is also support for new smaller businesses, and the expansion of medical facilities, the primary school, and supported care/ extra care services.

The majority of residents would like to see improved mobile phone signals and better broadband speed and coverage in Poringland.

Policy 16: Local Facilities and Services

All new development will be expected to contribute to the need for additional facilities and services, particularly if that need is created or materially increased by the development. In particular, proposals for new or expanded medical and educational facilities, childcare, supported care/ extra care services, banking facilities, and sports/ leisure centre facilities will be supported in principle and encouraged, particularly where they are in or in the immediate area around the Heart of the Village.

Policy 16a

Where applications for change are submitted involving a potential loss of existing facilities they will be permitted where the developer can demonstrate:

- 1) They will be satisfactorily relocated to elsewhere, preferably in the Heart of the Village; or
- 2) Adequate other facilities of the same service offering exist within a reasonable walking distance of the majority of residents to meet local needs; or
- 3) No reasonable prospect of continued viable use which can be demonstrated through:
 - a) Six months of marketing for the permitted and similar uses, using an appropriate agent; and
 - b) Confirmation that it has been offered on a range of terms (including price) agreed to be reasonable on the advice of an independent qualified assessor.

Policy 17. Development in the village centre

Development in the Heart of the Village (see proposals map) will only be acceptable if it comprises commercial development, especially start-ups or micro-businesses, retail, or community services/ facilities. This is to promote the area as a village centre.

If evidence shows a capacity issue at the school there could be policy around any expansion proposal being tied to addressing parking management as this was a key concern in consultations.

Policy 18: Economic development

New economic development that comprises a micro or small business will be encouraged and supported in principle, conditional on appropriate mitigation and design. Any proposal for an employment-generating use will need to demonstrate that:

- it will not have an unacceptable adverse impact on residential amenity;
- it will not have an unacceptable adverse impact on the transport network;
- it can accommodate all related parking within its site, including for visitors;
- it will not have any other unacceptable environmental impacts, including impacts on the historic environment.

Such economic development that is located separate from residential areas will be considered favourably.

Policy 19: Telecommunications

The provision of essential infrastructure for telecommunications, mobile phones and broadband will be supported where it is of a scale and design appropriate to Poringland and would not cause undue visual intrusion, or have an unacceptable impact on the landscape setting and character. In line with Policy 6 of the *Joint Core Strategy*, all new development must demonstrate how it will contribute to the achievement of fast broadband connections in the area.

Physical, environmental and social infrastructure will need to keep pace with a growing Poringland etc.

Policy 20: Infrastructure

The following are community infrastructure priorities and should be considered for developer contributions where appropriately linked with specific development, or else CIL contributions:

- Upgrading of pedestrian facilities along the B1332, especially crossing facilities;
- Expansion of the GP surgery and other healthcare;
- Extension of or improvements to the cycle route towards Norwich (note that most of this is outside of the parish);
- Upgrading of bus stops to bus shelters along the B1332;
- Improvements to Public Rights of Way;
- Renewable energy generation for the community.



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

HEALTH AND SAFETY POLICY

POLICY STATEMENT

Poringland Parish Council is committed to Health and Safety, which is an integral part of the efficient and effective discharge of its duties. The Parish Council is aware of its responsibilities under the Health & Safety At Work Act 1974 and other relevant statutory legislation. The Parish Council will meet these responsibilities by incorporating good health and safety management within all its functions.

The objective of this policy is to raise awareness of the duties and responsibilities of those in and around the Council, and to minimise risks to health, safety and welfare of employees, volunteers, contractors, public and others affected by its activities, and to minimise risks to the environment. Measures will be taken to ensure that a safe working and community environment is created.

Members of the Parish Council are responsible for implementing this policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and volunteers are expected to co-operate in carrying out this policy throughout the Council's activities and must ensure that their own work so far as is reasonable practicable, is carried out without risk to themselves or others.

All employees, volunteers and contractors associated with any works carried out by the Parish Council will be made aware of this policy and the importance of commitment to its objectives.

Implementation of this policy is set out within this policy document. The policy will be kept up to date in response to changes in legislation or best practice. The policy will be reviewed at set intervals, normally annually, but more frequently if required.

ROLES AND RESPONSIBILITIES

Parish Councillors

All Parish Councillors are jointly responsible for the implementation of this Health and Safety Policy. They will ensure that:

- A copy of this policy is circulated to all employees and volunteers on appointment. Individuals will be given the opportunity to discuss this policy with councillors to ensure that it is fully understood and implemented.
- The Council's activities are monitored to ensure that the objectives of the Health and Safety Policy are being complied with.
- Contracts of employment include compliance with statutory health and safety and environmental requirements.
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring health, safety and welfare of themselves and those around them.

- Employees and volunteers are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Council's Health and Safety Policy.
- No employer or volunteer shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless he or she possesses such knowledge or experience, or is under training and supervision by a competent person.
- Safe methods of work are adopted.
- All suppliers comply with Section 6 of the Health & Safety At Work in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure.
- Regular inspections of equipment are carried out and necessary records kept.

Employees and Volunteers

- Employees and volunteers have a responsibility to conform to the Parish Council Health & Safety Policy, and all health and safety legislation.
- Employees and volunteers have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions, and to co-operate with the Council to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees and volunteers have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents, incidents and near misses will be reported to the Parish Clerk and recorded in the accident book as soon after the event as possible. Employees and volunteers will co-operate in any investigation of accidents and near misses.
- Employees and volunteers must request assistance or advice about any area of work that they are not familiar with.

Contractors

Contractors must comply with the following:

- Any contractors engaged by the Council will be responsible for conducting themselves safely at all times and in complying with the Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with statutory legislation and Codes of Practice to ensure the health and safety of their own employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary certificates must be available for checking.
- Any injury sustained on site must be reported to the Parish Clerk immediately.
- All equipment must be periodically inspected, and electrical equipment must have a valid Portable Appliance Test certificate.
- Contractors must provide written risk assessments, method statements and proof of public liability insurance where necessary, before commencing work for or on behalf of the Parish Council.

Visitors

Poringland Parish Council has a duty of care to visitors to areas of the village under the responsibility of the Parish Council. Councillors will ensure that safe access and egress is available and that areas are maintained in a safe condition.

GENERAL PROVISIONS

The enforcement agency for local authorities is the Health & Safety Executive. Any site visit carried out by HSE Inspectors shall be co-ordinated with the full co-operation of Councillors and any recommendations carried out as soon as possible.

Generic risk assessments will be undertaken by the Parish Clerk and signed off by Council for all public areas and village assets controlled by the Parish Council. These assessments will be recorded, monitored and reviewed at set intervals.

Parish Councillors are responsible for ensuring that appropriate training is provided for employees and volunteers. The Parish Clerk is responsible for maintaining records of such training.

The Parish Clerk must be notified immediately if an accident occurs to anyone while on Parish Council business. This includes councillors, employees, volunteers, visitors, contractors etc. A form in the accident book must be completed and returned to the Clerk. The Clerk is responsible for making councillors aware if it is felt that an accident or incident is significant enough to warrant this. The Parish Clerk will ensure that the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) are complied with. Where required, accidents and near misses will be investigated by the Parish Clerk and remedial actions recommended to the Parish Council where necessary.

If equipment provided by the employer is damaged or faulty the employee is responsible for the immediate return or report of such equipment to the employer for repair or replacement. If the equipment is lost or damaged through negligence, there is an onus on the employee to report such loss or damage immediately.

Anyone who purchases or hires materials, equipment or contractors on behalf of the Council must ensure that they have read and fully understood this Health and Safety Policy. All suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required. This information must be passed on to the Parish Clerk to be recorded.

So as to avoid violence or aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Any incidents should be reported to the Clerk who may call the police, if considered necessary.

An inspection of village assets will be carried out and the findings recorded. Any serious defects/items for attention must be actioned immediately. Activity risk assessments, the Health and Safety policy document and all other health and safety documentation will also be reviewed annually taking into account any changes in personnel, procedure or physical asset.

Tree Inspection Report 2018

Poringland Parish Council engaged Eastern Tree Care to undertake inspections of all trees sited on Parish Council owned land. The following report outlines the condition of trees and any recommendations for work. Council is asked to consider how they wish to approach the works highlighted. It is recommended that the works outlined as 'High' priority should be carried out at the earliest opportunity. Works classified as 'Medium' should be scheduled for completion over the next six months, and comparative prices will be obtained from qualified tree surgeons. Works classified as 'Low' should be carried out within 12 months. This work may be carried out more locally where appropriate – a tree surgeon may not be required.

Councillors are asked to determine the course of action of trees. Where trees are owned by a third party councillors are asked to consider what action they wish to take regarding works identified. Any trees with Tree Preservation Orders will need to go through planning permission, it would be sensible to make one block application for this if possible.

High Priority Works – to be completed urgently (within 1 month)

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
5	Plane - Average	No	Devlin Drive	Crown lift 3m. Remove 2no. hanging limbs (broken).		Parish Council	Price requested from ETC, carry out asap
72	Oak - Average	No	Village Green north side	Crown clean. Remove hanger at 4m south.		Parish Council	Price requested from ETC, carry out asap

Medium Priority - to be completed within 6 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
1	London Plane - Average	No	Devlin Drive opp. Police	Clear street lighting by 2m, remove low main limb to east @ 2m.		Parish Council	Three prices to be obtained, carry out within 6 months
3	London Plane - Average	No	Devlin Drive opp. Play Area	Clear street lighting by 3m.		Parish Council	Three prices to be obtained, carry out within 6 months
8	Oak - Average	Yes	Devlin Drive grass area	Crown clean, crown reduce by 2.5 – 3m, remove crossing branches		Parish Council	Three prices to be obtained, carry out within 6 months. Apply for TPO works permit
10	Oak - Average	Yes	Opp. Britannia Court	Crown clean lift over road 5.2m		Parish Council	Three prices to be obtained, carry out within 6 months. Apply for TPO works permit
11	Oak - Average	Yes	Opp. Britannia Court	Crown reduce south side over road by 3m		Parish Council	Three prices to be obtained, carry out within 6 months. Apply for TPO works permit
16	Oak - Average	No	Opp. Neptune Court	Clear house to north by 3m		Parish Council	Three prices to be obtained, carry out within 6 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
19	Oak - Poor	No	Trafalgar Square Play Area	Trees will need to be removed in a few years due to damage		Parish Council	Monitor
25	London Plane - Average	No	Trafalgar Square Play Area	Remove lowest limb to south to extinction		Parish Council	Three prices to be obtained, carry out within 6 months
48	Sycamore - Poor	No	Boundary of Centre / Heath Loke	Fell @ 5-6 metres – leave as high stump		Owner of Heath Loke	Write to owner of Heath Loke
49	Oak - Average	No	Boundary of Centre / Heath Loke	Crown clean		Owner of Heath Loke	Write to owner of Heath Loke
56	Oak - Average	No	Boundary of Centre / Heath Loke	Crown clean south side		Owner of Heath Loke	Write to owner of Heath Loke
57	Oak - Average	No	Boundary of Centre / Heath Loke	Reduce south side by 3m		Owner of Heath Loke	Write to owner of Heath Loke
59	Oak - Average	No	Boundary of Centre / Heath Loke	Reduce south side by 3m		Owner of Heath Loke	Write to owner of Heath Loke
68	London Plane - Average	No	Centre Pond Area	Remove branch to south at 2.2m, reduce others to shape.		Parish Council	Three prices to be obtained, carry out within 6 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
70	Oak - Average	No	Village Green North	Remove rubbing limb x 2 to south at 6m		Parish Council	Three prices to be obtained, carry out within 6 months
74	Plane - Average	No	Village Green West	Remove weeds from planting pit and mulch, and young tree maintenance		Parish Council	Three prices to be obtained, carry out within 6 months
75	Plane - Average	No	Village Green West	Remove weeds from planting pit and mulch, and young tree maintenance		Parish Council	Three prices to be obtained, carry out within 6 months
76	Plane - Average	No	Village Green West	Remove weeds from planting pit and mulch, and young tree maintenance		Parish Council	Three prices to be obtained, carry out within 6 months
82	Oak - Average	No	Playing Field – behind Pavilion	Crown clean		Owned by Trust	Three prices to be obtained, carry out within 6 months
84	Birch - Average	No	Playing Field – behind Pavilion	Crown clean		Owned by Trust	Three prices to be obtained, carry out within 6 months
85	Birch - Average	No	Playing Field – behind Pavilion	Crown clean		Owned by Trust	Three prices to be obtained, carry out within 6 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
86	Birch - Average	No	Playing Field – behind Pavilion	Clear building by 2.5m		Owned by Trust	Three prices to be obtained, carry out within 6 months
89	Oak - Average	No	Playing Field – play area / bowls	Crown clean		Owned by Trust	Three prices to be obtained, carry out within 6 months
91	Oak - Average	No	Playing Field – play area	Reduce height by 2m, reduce north side by 3m, crown clean, possible picus inspection		Owned by Trust	Three prices to be obtained, carry out within 6 months
103	Cherry plum - Average	No	Playing Field – north	Remove south side overhanging stem		Owned by Trust	Three prices to be obtained, carry out within 6 months
104	Cherry plum - Average	No	Playing Field - north	Sever ivy		Owned by Trust	Three prices to be obtained, carry out within 6 months
107	Oak - Average	No	Playing Field - west	Sever ivy		Owned by Sunnyside resident, overhanging field	Write to resident notifying work required
108	Oak - Average	No	Playing Field - west	Crown lift over playing field		Owned by Sunnyside resident, overhanging field	Write to resident notifying work required

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
111	Ash - Average	No	Playing Field - west	Cut ivy at base		Owned by 23 The Footpath resident, overhanging field	Write to resident notifying work required
112	Sycamore - Average	No	Playing Field - south	Coppice		Owned by Trust	Three prices to be obtained, carry out within 6 months
118	Oak - Average	No	Footpath adj. Playing Field	Crown reduce south by 2m		Owned by Trust	Three prices to be obtained, carry out within 6 months
119	Oak - Average	No	Footpath adj. Playing Field	Reduce south side by 2m with T118		Owned by Trust	Three prices to be obtained, carry out within 6 months
120	Oak - Average	No	Footpath adj. Playing Field	Reduce south side by 2m with T119		Owned by Trust	Three prices to be obtained, carry out within 6 months
121	Oak - Average	No	Footpath adj. Playing Field	Reduce south side by 2m with T120		Owned by Trust	Three prices to be obtained, carry out within 6 months
122	Oak - Average	No	Footpath adj. Playing Field	Crown lift over footpath 2.5m		Owned by Trust	Three prices to be obtained, carry out within 6 months
134	Oak - Average	No	Footpath adj. Playing Field	Reduce second smaller stem to first branch at 3m		Owned by Trust	Three prices to be obtained, carry out within 6 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
150	Quercus Ilex- Average	No	Cemetery	Remove metal cage, crown lift to 2.5m, remove throne at base		Parish Council	Three prices to be obtained, carry out within 6 months
152	Walnut - Average	No	Cemetery	Crown clean		Parish Council	Three prices to be obtained, carry out within 6 months
163	Cherry – Dead / Dying	No	Memorial Garden	Fell		Leased by Parish Council	Three prices to be obtained, carry out within 6 months

Low Priority - to be completed within 12 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
4	Plane - Average	No	Devlin Drive	Crown lift 3m.		Parish Council	Three prices to be obtained, carry out within 12 months
51	Sycamore - Average	No	Community Centre	Remove two smaller limbs, reduce 3 rd main stem by 50%		Parish Council	Three prices to be obtained, carry out within 12 months
101	Oak - Average	No	Playing Field	Cut ivy at base		Owned by Trust	Three prices to be obtained, carry out within 12 months
123	Oak - Average	No	Playing Field	Re-pollard		Owned by Trust	Three prices to be obtained, carry out within 12 months

Tree No.	Species & Condition	TPO?	Location	Works Specification	Cost	Ownership notes	Action
141	Spruce - Average	No	Cemetery	Crown clean		Parish Council	Three prices to be obtained, carry out within 12 months
142	Spruce - Average	No	Cemetery	Crown clean, cut Elder at base		Parish Council	Three prices to be obtained, carry out within 12 months
155	Norway Maple - Average	No	Memorial Garden	Crown clean		Leased by Parish Council	Three prices to be obtained, carry out within 12 months
156	Cherry - Average	No	Memorial Garden	Crown clean		Leased by Parish Council	Three prices to be obtained, carry out within 12 months
157	Cherry - Average	No	Memorial Garden	Crown clean		Leased by Parish Council	Three prices to be obtained, carry out within 12 months
167	Oak - Average	Yes	Blackthorn Way	Crown clean		Parish Council	Three prices to be obtained, carry out within 12 months
169	Oak - Average	Yes	Blackthorn Way	Crown clean		Parish Council	Three prices to be obtained, carry out within 12 months

All trees identified within the report but not listed above have been deemed safe with no works required.