



PORINGLAND PARISH COUNCIL

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

Tel: 01508 492182

Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Faye LeBon

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 8th January 2020 at Poringland Community Centre.

The Business to be Transacted is as Follows:

1. Attendance and Apologies for Absence

2. To Receive Declarations of Interest

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. To Agree Minutes of the Meeting of 27th November 2019

4. Matters Arising, Including Clerk's Report

5. Report from the Chairman

6. 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)

7. Planning

a) To Consider Applications Received

- i) 2019/2417 – 4 Green Fall – Retention of Access Gates
- ii) 2019/2483 – 7 Highland – Loft Conversion with Raised Roof Pitch, Including Dormers and Roof Lights. Additional Front Entrance Porch.
- iii) 2019/2498 – Land West of 6 Caistor Lane – Proposed Dwelling
- iv) 2019/2542 – Land to the East of Rectory Lane - Proposed Dwelling and Garage

b) To Note Planning Decisions

- i) 2019/2312 – Land South of Stoke Road and to the West of The Street - Non material amendment to 2017/0495 - Plot 5 (Defoe') - window to bedroom 4 moved from rear elevation to gable end; Additional window to bedroom 3 in gable end. Plot 6 (Babington 'A') - window

to bedroom 2 moved from side to rear elevation and Plot 7 (Chesterton) - bedroom 1 window moved from rear elevation to gable end; Additional window to bedroom 2 in side elevation.

Approval no Conditions

- ii) 2019/2255 – Land South of The Ridings, Stoke Road - Non material amendment of 2017/0495 - to conjoin garages of plot 3 and 6, amendment of parking spaces of plot 3 and minor levels changes. **Approval no Conditions**
- iii) 2019/0667 – Land South West of Bungay Road - Demolition of existing buildings and construction of 60 bed care home, 56 extra care apartments and 31 extra care bungalows together with vehicular access, landscaping and communal facilities including cafe bar, restaurant, lounge, gym, salon and spa, bowls green, allotments and multi-functional open space. **Refusal**
- iv) 2019/1940 – Land to the East of Overtons Way - Construction of 8 no: 5 no. 2 bed apartments (with shared amenity and allocated parking), 2 no. 3 bed detached, 2 storey dwellings and 1 no. 4 bed detached, 2 storey dwelling (with private parking and garden amenity) (Resubmission of planning consent 2018/0048). **Refusal**
- v) 2019/2243 – Evangelical Free Church, Carr Lane - Retrospective application to amend garage design (following planning approval 2017/0047). **Approval with Conditions**

8. Correspondence and Consultations

- a) To Consider Contribution to Match Funding Pocket Parks Project for Poringland Woods
- b) To Consider Attendees to South Norfolk Council Greater Norwich Plan Briefing on 23rd January

9. Finance

- a) To Receive Receipts, Payments and Bank Reconciliation for November 2019
- b) Accounts for Payment
 - a. To Agree Accounts for Payment
 - b. To Agree Accounts for Payment (Councillors with Pecuniary Interests)
- c) To Receive Internal Auditor's Report
- d) To Receive Annual Fidelity Report
- e) To Acknowledge Donation from Framingham Earl Parish Council

10. Improvements to Village Assets

- a) To Receive Advice on Drainage for Entrance to Playing Field Play Park.
- b) To Consider Entering into Three Year Contract for Environmentally Friendly Consumable Products for the Community Centre.
- c) To Consider Additional Grit Bins for the North of the Village and the Community Centre

11. Committee and Advisory Group Reports and Recommendations

- a) To Receive Report on Christmas Event and Agree in Principle to Run in 2020
- b) Neighbourhood Plan Committee
- c) Welcome Home and Memorial Playing Fields Trust Committee
- d) Finance and Governance Advisory Group
 - a. To Award Grounds Maintenance Contracts
 - b. To Agree 2020/2021 Budget and Associated Precept

12. To Receive Proposal to Close the Meeting for Item 13 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as the Item Refers to Terms and Conditions of Employment

13. To Consider Recommendations from HR Advisory Group

14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest

15. To Receive Update Report on Community Land Project and Consider any Actions Necessary

16. To Note Date of Next Parish Council Meeting

Wednesday 29th January 2020, 7pm, Poringland Community Centre

Dated 30th December 2019

Clerk: Faye LeBon

Minutes of the Meeting of Poringland Parish Council
Wednesday 27th November 2019 7pm
Poringland Community Centre

In Attendance

John Joyce (Chairman)

John Henson

David Hewer

John Hodgson

Lisa Neal

John Overton

Trevor Spruce

Chris Walker

Faye LeBon (Parish Clerk)

Also in Attendance:

County councillor Vic Thomson and three members of the public also in attendance.

1. Apologies for Absence

Apologies were accepted from Tim Boucher, Peter Lowndes-Burt and Carl Pitelen. John Hodgson had advised that he would be delayed.

2. Declarations of Interest and Applications for Dispensation

Trevor Spruce disclosed an interest in item 7 (planning applications) and item 11.

Lisa Neal declared an interest in item 7, as a member of South Norfolk Council's planning committee.

John Overton declared an interest in item 7i.

3. Minutes of the Meeting Held on 30th October 2019

The minutes of the meeting held on 30th October 2019 were **agreed** after a proposal by David Hewer and a second by Trevor Spruce.

4. Matters Arising, Including Clerk's Report

Bus Stop at Hardley Road

This project has been approved by Norfolk County Council. The installation work has been contracted to Norse where there appears to be a delay. Norfolk County Council has chased Norse.

Pond Maintenance

An updated street cleaning programme has been requested from South Norfolk Council. The Conservation Volunteers did half a day onsite at the Leisure Garden pond on 2nd October, which has added extra value to the contracted works. A specification for the extra pond maintenance works at the community centre pond has sent out, the quotes for which will be discussed as an agenda item.

Primary School Places

Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain.

Funding for Permissive Pathways at High Ash Farm

The Rural Payments Agency has responded to the Parish Council Freedom of Information request, advising that there are 2,694.48km of permissive paths in the UK, of which 283.62km are in Norfolk. These are at risk with the expiration of the government funding agreements. This information is to be worked into the proposed letter to the MP for South Norfolk Council when the new government is formed. This is to be considered by the Strategic Six group.

Fire Risk Assessment

A repair has been made to the kitchen fire door. A specification has been drafted for the creation of the new bin storage area and the quotes for this will be discussed as an agenda item.

Police Shed

The Police and Crime Commissioners Office has been chased for a response to the Parish Council's offer to purchase the police shed to enable additional storage at the community centre. A quote has been sought to extend the storage area of this building.

Telephone Box

Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box. This will be completed when resources allow.

Improved Recycling Facilities

Applications have been put in to Terracycle to be a partner in the programmes for recycling baby food pouches and also plastic can holders. The plastic can holder account has been opened and can now start being promoted.

Insurance Claim

The installation of the new play equipment has been completed. The invoices for the final part of the claim (heras fencing) have been sent to the insurance company.

Flooding on Boundary Way

Norfolk Homes, whilst advising that this is not their land, have cleared the culvert as a gesture of goodwill. Upon further investigation, there appears to be a blockage between the inspection chamber on one of the Boundary Way properties and the culvert. This appears to have been caused by trees from a residential property. The householder has been advised.

Cyber Security

The Parish Council's web hosting company has confirmed that the government domain name service will allow the Parish Council to purchase the poringland-pc domain name. Once this has been confirmed, and email address for Cllr Lowndes-Burt will be set up on this domain name and trialled. The website will stay on the existing domain for the time being, with a pointer from the new domain name to the site.

Ditch Clearance

Contractors have been met onsite for clearance of the ditch to the west of the playing field. Quotes are expected in due course.

John Hodgson entered the meeting

5. Report from the Chairman

John Joyce reported that nearly £3,200 was raised by the Royal British Legion in the recent poppy appeal. The thanks of the Parish Council are to be passed on the local co-ordinator for her work
[Clerk to action].

6. Adjournment for Public Participation, District and County Councillors, and Councillors with any Pecuniary Interests

Standing orders were suspended after a proposal from John Henson and a second from David Hewer.

District Council Report

Cllr Overton reported that the Business Awards, being run jointly with Broadland Council, are now open for nominations.

The Community Action Fund grants have been re-opened as there remains an underspend. There is a maximum of £15,00 which can be applied for. There also remains a small amount in the Members' Grant fund, but this must be applied for by 31st December.

He attended the formal opening of The Nook, and had also attended a meeting of the Police and Crime Commissioner, where County Lines was discussed. He also took the opportunity to clarify the police enforcement of 20mph limits, and has forwarded this information to the Clerk.

Subject to Cabinet approval, South Norfolk Council will be taking over the running of Framingham Earl Sports Centre for a five year period, with the intentions of improving its financial viability.

County Council Report

Cllr Thomson reported that the gritting lorries had already been active in Norfolk, and provided the gritting routes for the village and the location of the grit bins. He urged the Parish Council to check that all the grit bins are in place and that they are full.

He raised the 'Drive to Arrive' campaign, with recent accidents on Long Road, he urged people to drive to the road and weather conditions. Any pot holes or other faults with the road or public rights of way should be logged via Norfolk County Council's website.

Norfolk County Council is also supporting the local campaign to encourage all eligible people to have flu jabs, and also the 'Norfolk Winter' campaign to help keep people healthy during the winter months.

The Christmas events being run at Norfolk County Council museums were listed, and grants available to commemorate the end of the second world war were raised.

Public Participation

A member of the public raised concerns about the proposed office block under Phase 3 of Rosebery Park, feeling that it was quite imposing for its location. They also felt that there would be light

pollution from the development which would affect Landsdowne Drive and Mentmore Way. They felt that an office development would be better suited to Carr Lane, as the overspill vehicles from the current office development are already spreading into the residential area.

A member of the public felt that the current office block is visually overbearing from a landscaping perspective. A new office block will emphasise this.

A member of the public queried the speed restrictor signs outside the Milestones development, and whether these would be moved closer to Norwich. Cllr Thomson confirmed that they would be.

Lisa Neal, John Overton and Trevor Spruce Left the Meeting Due to Declared Interests

7. Planning

a. To Consider Applications Received

i. 2019/2209 – Land North of Shotesham Road (Phase 3) Erection of 15no. dwellings and office accommodation, with associated access, parking and play space provision.

John Henson presented this application to the meeting.

Concerns were raised about the percolation tests in that they were not successful. There was also no mention of the application being in compliance with the Poringland Integrated Drainage Study. The dwellings were also noted as being rather bland.

Although elevation drawings were provided for the offices and the dwellings separately, there was no full site elevation so the impact of the office block on the dwellings could not be established.

Discussions occurred about how many car parking spaces were within the existing development, and how many extra were proposed.

John Henson proposed that the application be recommended for refusal based upon inadequate car parking for the office accommodation, inadequate detail on the drainage scheme and there being no detail on the elevation relationship between the commercial building and the dwellings. This was seconded by David Hewer and carried. *[Clerk to respond to South Norfolk Council]*

John Overton Re-joined the Meeting

ii. 2019/2243 –Evangelical Free Church – Carr Lane – Retrospective Application to Amend Garage Design

Chris Walker presented this application to the meeting. He proposed that the Parish Council provide no comment on this application, seconded by John Henson and carried. *[Clerk to respond to South Norfolk Council]*

Lisa Neal and Trevor Spruce Re-joined the Meeting

b. To Note Planning Decisions

i.2019/1694 – Land North of Stoke Road – T1 Oak – Crown Lift over footpath to 3m and 5.5m over highway and remove deadwood and remove ivy. **APPROVAL WITH CONDITIONS**

ii.2019/1750 – Land off Mill Close – Erection of Bungalow **APPROVAL WITH CONDITIONS**

iii.2019/1851 – 1 Sunnyside Avenue – Proposed flat roof dormer to the rear and two pitched roof dormers to the front elevation with an infill extension. **APPROVAL WITH CONDITIONS**

8. Correspondence and Consultations

a) To Consider Response to Norfolk County Council's Budget Consultation

Chris Walker proposed that he Parish Council should support at 1.99% increase in council tax in 2020/2021. Seconded by John Hodgson and carried. *[Clerk to respond to Norfolk County Council]*

b) To Agree Questions for A146/B1332 Survey

The questions about stacking on the A146/B1332 junction were agreed, however it was felt that an extra question was required to make the questionnaire more relevant to usage. It was also agreed that the introduction should be expanded to improve clarity.

John Henson proposed that, subject to these amendments, the survey should go ahead online, with paper copies available for those who require them. Seconded by Chris Walker and carried. *[Clerk to action]*

9. Finance

a) To Receive Receipts, Payments and Bank Reconciliation for October 2019

The receipts, payments and bank reconciliation for October 2019 were noted by council.

b) Accounts for Payment

i) To Agree Accounts for Payment

Chris Walker queried the items that made up the payment of £1,391.71 to Barclaycard. The clerk advised this was primarily for bar stock (1,033.21) with the remaining £358.50 between split between community centre event expenditure, training and materials for repairs.

John Henson proposed that the following accounts for payment be accepted, seconded by Chris Walker and carried.

Payee	Description	Amount
	Staff Salaries	£6,742.82
HMRC	PAYE & NIC	£2,155.79
Norfolk Pension Fund	Pension Contributions	£2,353.61
Microshade	Hosted IT	£241.20
BT	Telephone and Broadband	£80.03
Norfolk Copiers	Copier Printing	£66.45
Ian Smith Group	Stationery	£45.96
Hussey Knights	General Printing	£42.00
Hollinger Print	Newsletter Printing	£145.00
Total Gas and Power	Electricity	£989.97
ESPO	Gas	£144.28
World Pay	Card Charges	£7.33
Hugh Crane	Cleaning Consumables	£167.69
Groundhog	Repair of Fire Door	£60.00
Name Withheld	Refund of Pitch Hire	£10.00
Trowse Netball Club	Refund of Hire	£26.00
Norfolk Plumbing	Installation of Outside Tap	£240.00
PPL / PRS	Licensing	£1,527.46
Total Gas and Power	Electricity	£160.80
S. Raney Tree Services	Remove Poisoned Tree	£275.00
Cardiac Science	Order of 2no. Defibs + Equipment	£4,832.40
Cawston Band	Brass Band for Christmas Event	£150.00
Dereham Direct Packaging	Heat Resistant Cups	£50.23
Veolia	Waste Removal	£101.36

Payee	Description	Amount
Garden Guardian	Grounds Maintenance	£782.27
Vortex	Grounds Maintenance	£519.99
Barclaycard	Telephone/Bar/Maintenance/Event Expenditure	£1,391.71
Trade UK	Pressure Washer	£284.99
Name Withheld	Refund on Indoor Car Boot	£14.00
RWB Electrical Svs	External Socket	£230.00
JML Refrigeration	Servicing of Refrigeration Units	£171.60
Mr J Everett	Christmas Tree	£40.00
Business Web Page	New domain set up	£194.00
Welcome Home and Memorial Playing Fields Trust	Funds paid to incorrect account	£345.00
R. McCarthy	Petty Cash Top Up	£56.62
J&A Saunders	Window Cleaning	£140.00
Trade UK	Pressure Washer	£284.99
		£25,070.55

Trevor Spruce Left the Meeting

ii) To Agree Accounts for Payment (Councillors with Pecuniary Interests)

John Henson proposed that the following account for payment be accepted, seconded by Chris Walker and carried.

Payee	Description	Amount
Spruce Landscapes	Grounds Maintenance and Repairs	£1,109.40
		£1,109.40

Trevor Spruce Re-joined the Meeting

10. To Consider Purchase of Additional Defibrillator Cabinet

John Hodgson provided an update on the defibrillator project. He further advised that he had been in contact with Poringland Wanderers FC about the defibrillator located in the pavilion. This is currently in the ownership of the football club, and is only accessible when the pavilion is open. The

Football Club is happy for the Parish Council to take ownership of the defibrillator, on the provision that it is accessible for everyone. To do this, an additional cabinet would be required to house the defibrillator on the side of the pavilion.

John Hodgson proposed that the Parish Council adopt the defibrillator located at the pavilion, and purchase an additional cabinet for it to be housed. Seconded by Chris Walker and carried.

John Joyce thanked John Hodgson for his work on this project.

Trevor Spruce Left the Meeting

11. Improvements to Village Assets

a) To Consider Quotations for Improved Drainage System at the Playing Field

The scheme presented was an extension to the existing land drainage scheme. Alternatives to the proposed scheme were discussed. These included an extension to the pathway so that the play park can be accessed via drier ground, a new access to the play park closer to the bowling green, and raising the pathway. Concerns were raised about the discharge of the surface water into the ditch.

Lisa Neal proposed that the clerk seek professional advice on this matter and then bring the scheme back to council. Seconded by Chris Walker and carried. *[Clerk to action]*

Vic Thomson Left the Meeting

b) To Consider Quotations for Bin Storage Area at Community Centre

This proposal would remove the bins from being stored next to the community centre, and therefore would complete one of the recommendations of the fire risk assessment.

John Henson proposed that the quote of £1,100 from Spruce Landscapes to be accepted to complete this work. The clerk is also to be given discretion to negotiate an extension of the concrete towards the road, so as to ensure that the grass is not damaged when the bins are moved. This was seconded by John Hodgson and carried.

c) To Consider Quotations for Extra Pond Maintenance at the Community Centre

This proposal would see the trees around the pond tidied and some of the brambles removed. Quotes were considered and the quote of £1,100 from T. Sarginson was agreed to be accepted after a proposal from John Henson and a second from Chris Walker.

Trevor Spruce Re-joined the Meeting

12. Committee and Advisory Group Reports and Recommendations

a) Neighbourhood Plan Committee

The results of the independent examination are imminent. South Norfolk Council has been in contact with the examiner, providing extra documentation as requested. However, they have not been advised of the date of publication of the examiner's findings.

b) Finance and Governance Working Group

The Finance and Governance Advisory Group met on 6th November. The draft minutes for which were forwarded to members. The tax base will be released to the Parish Council on 6th December and the group will meet to finalise the budget on 18th December.

c) Strategic Working Group

The Strategic Working Group met on the 13th November. The following items were discussed that require approval from full council:

- The appointment of Elysian Associates for a partial exemption review of the Parish Council's business and non-business activities. 'For undertaking a 4 year VAT review of the past. Calculating the VAT errors and assisting with the declaration to HMRC. For correcting VAT liabilities going forward and considering options that might make more of the VAT recoverable for the future. We will devise a direct attribution method which will help ensure that the de minimis limits are not exceeded in future years.' The cost of this review is £1650.
- The formation of an 'engagement committee', which would consist of David Hewer, Tim Boucher, Chris Walker, John Hodgson and John Joyce.
- Agree to allow the police to utilise the Parish Council's waste bin, to save on space
- A list of improvements to the exterior of the community centre to be completed this financial year. The items which have an implication for this year's budget are:
 - Refurbishment of panelling on police side of building
 - Repair loose slabs at the community centre (quote obtained for max £400 ex VAT). It is a maximum quote as it may be less, depending upon what is found beneath the slabs that are making them uneven.
 - Purchase of jet washer to clean aspects of exterior of building and suitable for use in a public area (quote obtained for £237.50 ex VAT).
 - Purchase of leaf vacuum suitable for use in a public area (quote of £90 obtained)

These were agreed en bloc after a proposal from David Hewer and a second from Lisa Neal.

13. To Receive Update Report on Christmas Event

The clerk provided the meeting with an itinerary of the Christmas event to be held on 8th December at the community centre.

It was agreed that the band should start at 5pm and then there should be a pause in the music at 5.30pm for Santa to arrive. John Henson will arrive on site early to set up the PA system, and Chris Walker will turn on the Christmas Tree lights when Santa has done the countdown. Then the mince pies will be distributed and Santa will give out sweets to the children.

David Hewer will assist in controlling the traffic to ensure that pedestrians at the front of the community centre are safe. John Hodgson will ask Peter Lowndes-Burt to assist.

14. To Receive Proposal to Close the Meeting for Item 15 Under Section 1 Para 2 of the Public Bodies (Admissions to Meetings) Act 1960 as Publicity would be Prejudicial to the Public Interest

John Henson proposed that the meeting be closed for item 15 as publicity would be prejudicial to the public interest. Seconded by John Hodgson and carried.

15. To Receive Update Report on Community Land Project and Consider any Actions Necessary

There was no further update from Norfolk Homes.

16. Date of Next Parish Council Meeting

8th January 2020

The meeting closed at 8.45pm

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.

- **Bus Stop at Hardley Road** – As of the date of this report, the poles have been installed for the bus stop, but to date there is no signage. **ONGOING**
- **Pond Maintenance** – The contract for the extra maintenance of the community centre pond has been awarded and will be completed in the New Year. **ONGOING**
- **Primary School Places** – Norfolk County Council is in the process of reviewing sites put forward for a prospective new school. Norfolk County Council has not yet made these sites available in the public domain. **ONGOING**
- **Funding for Permissive Pathways at High Ash Farm.** The RPA has responded to the Parish Council Freedom of Information request, advising that there are 2,694.48km of permissive paths in the UK, of which 283.62km are in Norfolk. These are at risk with the expiration of the government funding agreements. This information is to be worked into the proposed letter to the MP for South Norfolk Council when the new government is formed. This has been considered by the Strategic Six Group. **ONGOING**
- **Fire Risk Assessment.** The contract for the new bin storage area has been awarded and will be completed in the New Year **ONGOING**
- **Police Shed.** The Police and Crime Commissioners Office has been chased for a response to the Parish Council's offer to purchase the police shed to enable additional storage at the community centre. A quote has been sought to extend the storage area of this building. **ONGOING**
- **Telephone Box.** Men's Shed is now in possession of all the relevant materials for the refurbishment of the telephone box. This will be completed when resources allow. **ONGOING**
- **Improved Recycling Facilities.** The applications to Terracycle to be a partner in the programmes for recycling baby food pouches and also plastic can holders have been approved. These can now be promoted. **COMPLETE**
- **Insurance Claim.** The insurance company has erroneously closed down the Parish Council's claim, prior to settling the invoices for the heras fencing. This is now being reviewed by the insurance company. **ONGOING**
- **Cyber Security.** The purchase of the poringland-pc domain name is now complete and the new email addresses are in the process of being set up. The old email addresses will not be closed down but people should be encouraged to use the new addresses. The website will stay on the existing domain for the time being, with a pointer from the new domain name to the site. **ONGOING**

- **A146/B1332 Stacking Survey.** The survey has now been updated in line with the requests made at the last meeting and is ready to be updated into an electronic format. **ONGOING**

Faye LeBon

Clerk to the Council, 30th December 2019

Press release

£1 million funding for communities to create their own pocket parks

Community groups can bid for funds to establish a new pocket park or refurbish an existing park.

Published 5 December 2018

From:

Ministry of Housing, Communities & Local Government

(<https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>)

and The Rt Hon Rishi Sunak MP (<https://www.gov.uk/government/people/rishi-sunak>)



- Local communities encouraged to apply for pocket parks plus grants from today
- Up to £15,000 available to build new 'pocket parks' and up to £25,000 available for renovating existing parks

Green-fingered communities across England can bid for a share of £1 million fund from today (5 December 2018) to help develop their own 'pocket parks'.

Pocket parks are small plots of land, often about the size of a tennis court, and mostly seen in urban spaces. They provide a green oasis which can help improve the physical and mental health of the communities using them.

Existing pocket parks are used for everything from a quiet escape from busy city life to physical exercise, growing vegetables, children's play and community events.

Parks and Green Spaces Minister Rishi Sunak MP said:

Green spaces offer people a sanctuary away from the hustle and bustle of life to relax,

keep healthy, learn about nature or spend time together with loved ones.

Not all communities enjoy access to an abundance of usable space, while some existing parks might need a bit of TLC to bring them back to life. The pocket parks plus fund will help local people to create and maintain small oases that they can take pride in and benefit from for years to come.

The Ministry of Housing, Communities and Local Government welcomes grant applications for the creation of innovative as well as traditional pocket parks.

Further information

The first Pocket Parks programme (<https://www.gov.uk/government/news/green-light-given-to-over-80-pocket-parks>) was launched in February 2016.

Pocket parks are defined for this programme as a piece of land of up to 0.4 hectares, although many are around 0.02 hectares – the size of a tennis court.

Each pocket park will be an individual space tailored to the needs of the local area by the community group which has applied for the grant.

To apply, read the prospectus and download an application form (<https://www.gov.uk/government/publications/pocket-parks-plus-supporting-parks-and-public-spaces>). Return the completed form to pocketparkplus@communities.gov.uk. Applications must be received by 5pm on Friday 25 January 2019.

Office address and general enquiries

2 Marsham Street
London
SW1P 4DF

Contact form <https://forms.communities.gov.uk/>

General enquiries: please use this number if you are a member of the public 030 3444 0000

Media enquiries

Email newsdesk@communities.gov.uk

Please use this number if you are a journalist wishing to speak to Press Office 0303 444 1209

Social media - MHCLG

Twitter - <https://twitter.com/mhclg>

Flickr - <http://www.flickr.com/photos/mhclg>

LinkedIn - <http://www.linkedin.com/company/mhclg>

Published 5 December 2018

**PORINGLAND, FRAMINGHAM EARL AND FRAMINGHAM PIGOT
(including well-related parts of Bixley, Caistor St Edmund and Stoke Holy Cross)**

Poringland/Framingham Earl is identified as a key service centre in the GNLP. The village has a range of services including a post office, supermarket, other stores, pubs, restaurants/take-aways, two doctors' surgeries, a dentist, a primary school, a high school, two community halls, as well as recreation facilities at the High School and some local employment. The settlement is well connected to Norwich by bus.

A substantial amount of land continues to be promoted for development in Poringland/Framingham Earl (including land in adjacent parishes of Bixley, Caistor St Edmund, Framingham Pigot, Framingham Earl, and Stoke Holy Cross). Issues to take into account when assessing the potential for future development include the rural nature of large parts of the parishes, with the distinctive setting created by areas of heavily wooded former parkland. The 2012 South Norfolk Place Making Guide suggests that development should not further accentuate the linear settlement pattern. The settlement has a history of surface water and ground water drainage difficulties, and the most vulnerable sites were identified in an Urban Drainage Study. This issue will be a consideration for many sites in Poringland and Framingham Earl, and mitigation will be needed for any development on such sites. A Neighbourhood Plan is currently being prepared for Poringland parish and is at an advanced stage.

There are currently no new allocations proposed and no allocations to be carried forward in this key service centre. There are however 536 dwellings with planning permission on small sites.

All new and carried forward allocations are expected to address standard requirements associated with development. These vary from place to place but are likely to include mitigations for flood risk (as well as SUDs), highways improvements, safeguarding of minerals resources, land remediation, measures to protect the environment, biodiversity, and landscape intrusion.

Poringland

- Existing Settlement Boundaries
- Carried Forward Employment Allocation

Greater Norwich Local Plan
Settlement Map



Caistor St Edmund & Bixley

Framingham Pigot

Framingham Earl

POR 3

Stoke Holy Cross

Poringland

0 155 310 620 930 1,240 Metres

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1:11,000

@ A3

Date Created: 22/10/2019

No new allocations are proposed

Notes

High amounts of existing commitments limit the potential for additional housing.

Existing allocation to be carried forward

POLICY POR3 Ex MOD site, Pine Loke, Poringland (approx. 4.3 ha) is allocated for employment uses in Class B1.

The development will be expected to address the following specific matters:

- Use (B1) must be compatible with adjacent housing and equestrian uses, and not harm amenity for existing and future residents of the area.
- An appropriate landscape buffer to reduce noise impacts on neighbouring properties and land uses.
- Appropriate access to the site.
- There should be sensitive treatment of the boundaries facing the wider landscape and the design should incorporate existing hedgerows and blocks of mature trees within the site design.
- A full drainage assessment should be carried out prior to development, including on-site and off-site flood risk.
- Wastewater infrastructure capacity must be confirmed prior to development taking place.
- Historic Environment Record to be consulted to determine any need for archaeological surveys prior to development.
- Norfolk Minerals and Waste Core Strategy Policy CS16 applies, as this site is underlain by safeguarded mineral resources.

Notes

POR3: The site was allocated in 2015 as part of the current local plan but has not yet been developed. The principle of development is already accepted and it is expected that development will take place within the new local plan time-period. The site sits beneath two radio masts which dominate the site and require access for maintenance. The site is therefore considered to be unsuitable for housing (or many other uses) and for this reason remains outside the development boundary. However, the site is re-allocated for light industrial uses compatible with the nearby residential and equestrian land uses.

PORINGLAND

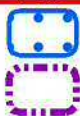
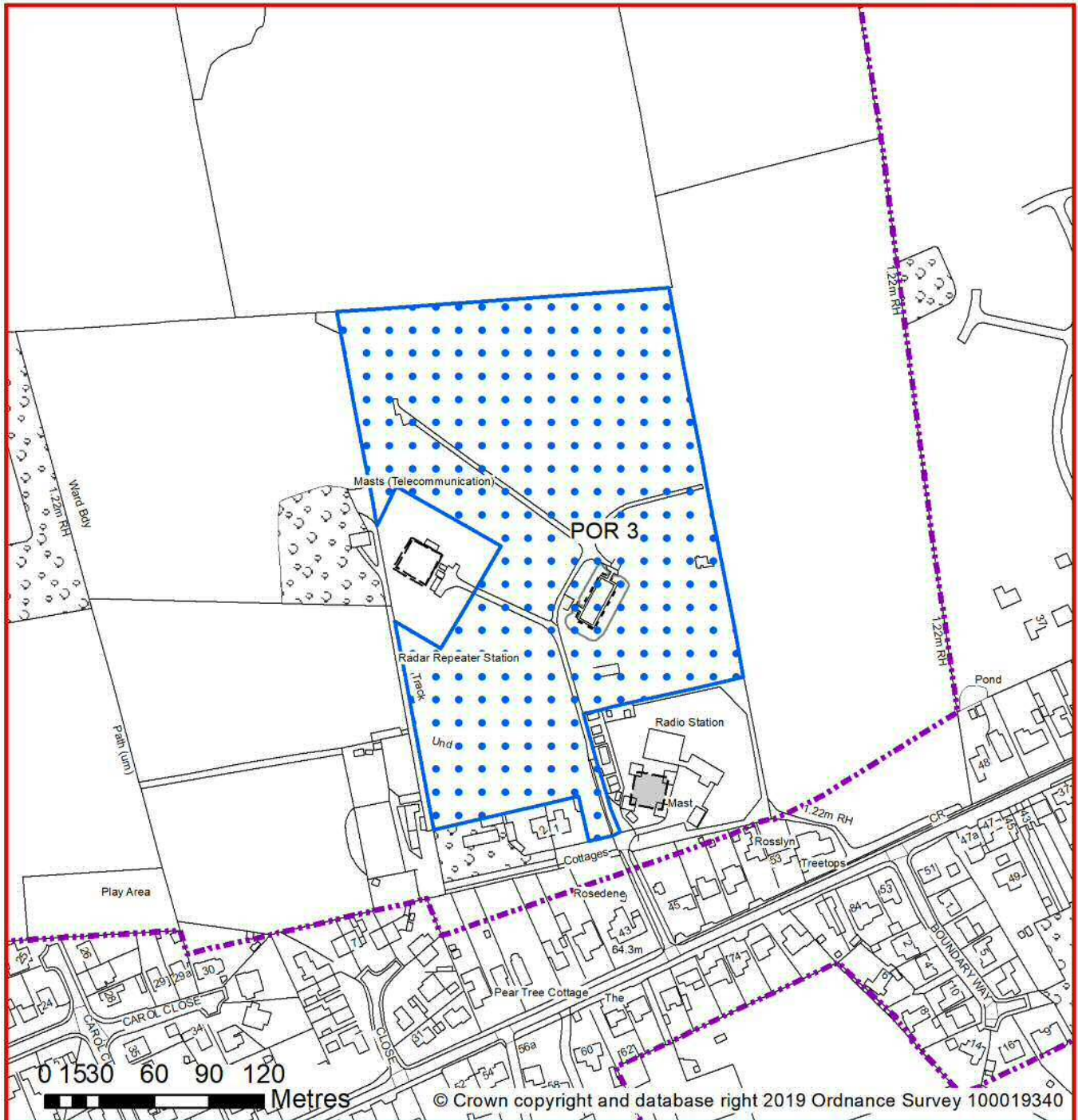
Site Reference POR 3
 Location Ex MOD site, Pine Loke, Poringland
 Allocation Employment
 Area 4.3 ha

Greater Norwich Local Plan
 Carried Forward Allocation

(Also shown as commitments
 on other maps)

N
 1:3,000
 @ A4

Date: 04/12/2019



Carried forward Employment Allocation

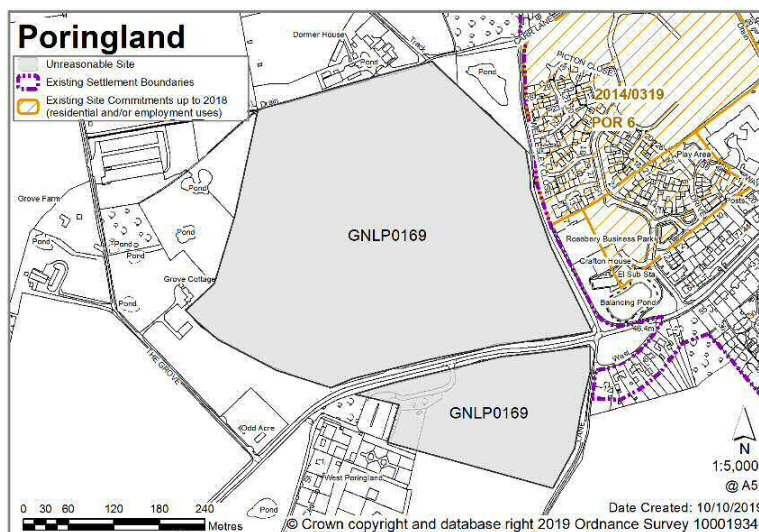
Existing Settlement Boundary

Reasonable Alternatives

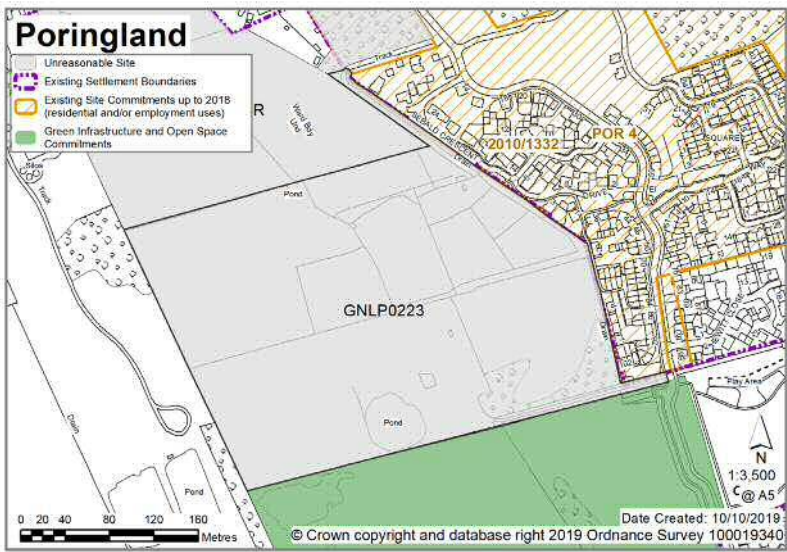
Address	Site Reference	Area (ha)	Promoted for	Reason for not allocating
Poringland, Framingham Earl and Framingham Pigot (including well related parts of Bixley, Caistor St Edmund and Stoke Holy Cross)				
NO REASONABLE ALTERNATIVE SITES – HIGH AMOUNTS OF EXISTING COMMITMENTS AND ENVIRONMENTAL/INFRASTRUCTURE CONSTRAINTS LIMIT THE POTENTIAL FOR ADDITIONAL HOUSING				

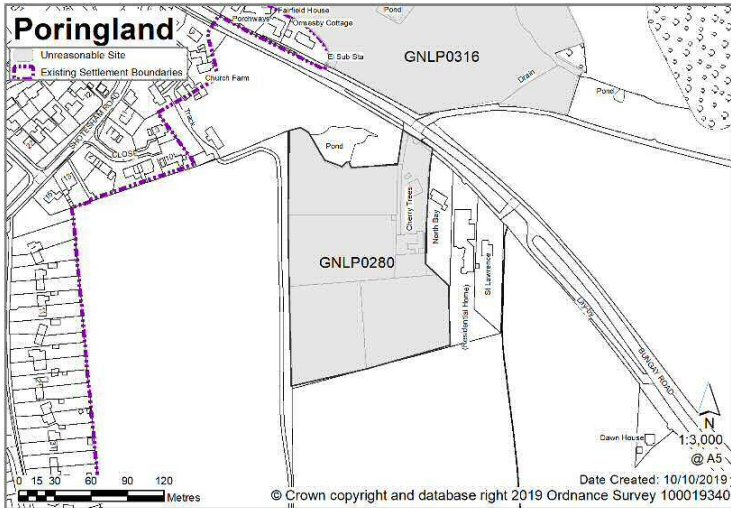
Unreasonable Sites - Residential

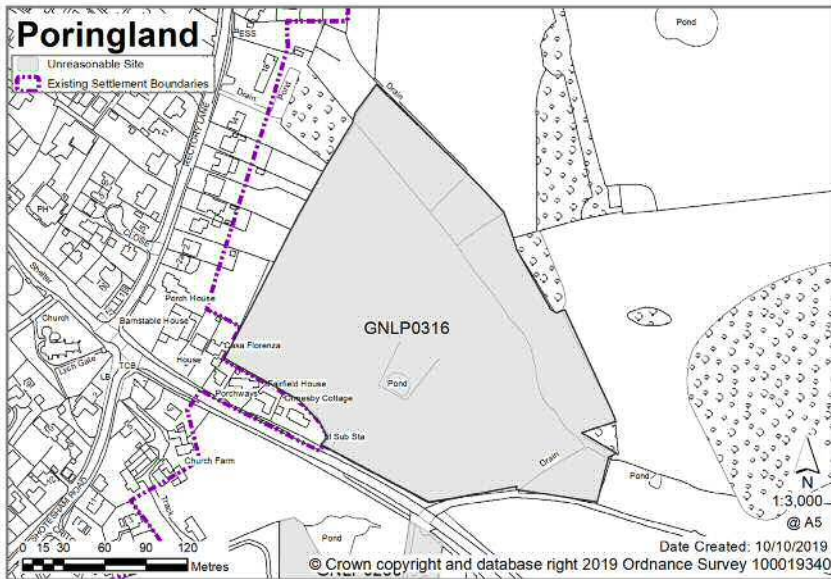
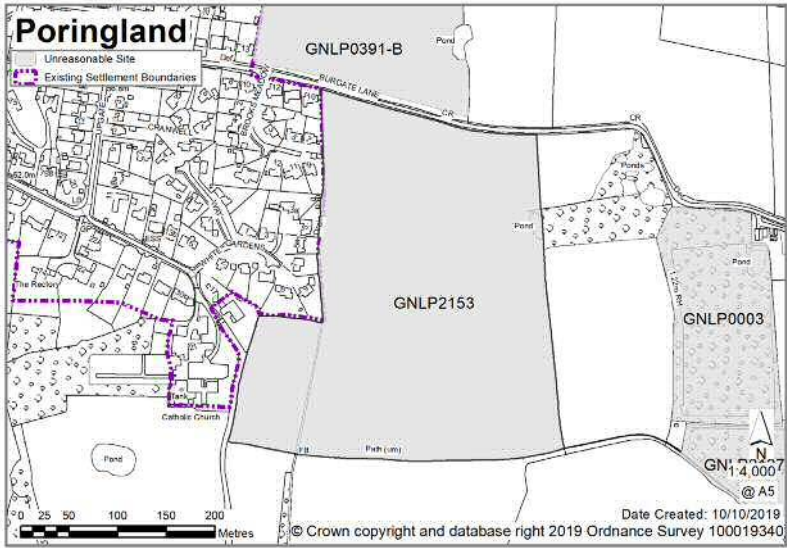
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Poringland, Framingham Earl and Framingham Pigot (including well related parts of Bixley, Caistor St Edmund and Stoke Holy Cross				
Land north and south of Shotesham Road, Poringland	GNLP0169	18.35	250-320 dwellings including an element of residential care, public open space and employment space	This site is not considered to be suitable for allocation as development would be intrusive into open countryside to the west of the settlement. Significant highway improvements are required including a review of the Shotesham Road junction with Bungay Road with possible capacity works. High amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

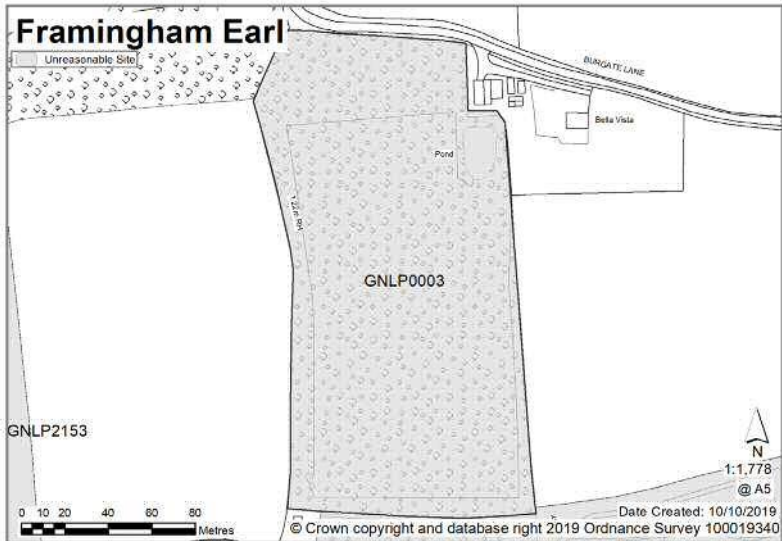


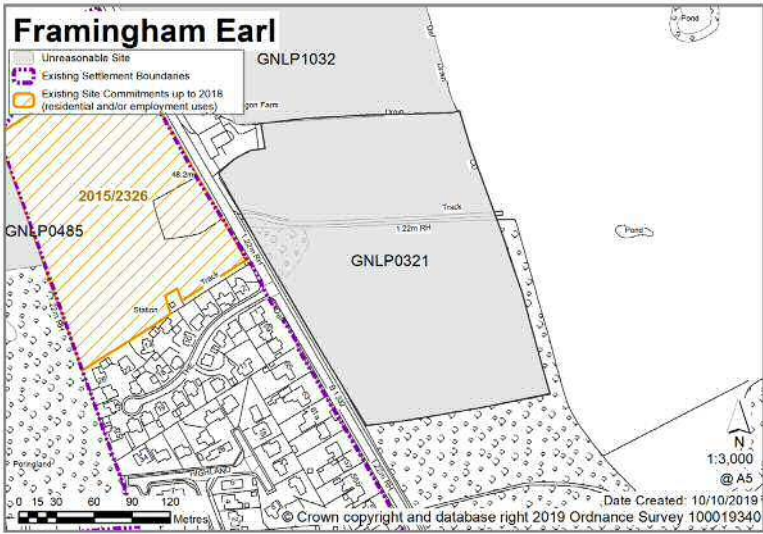
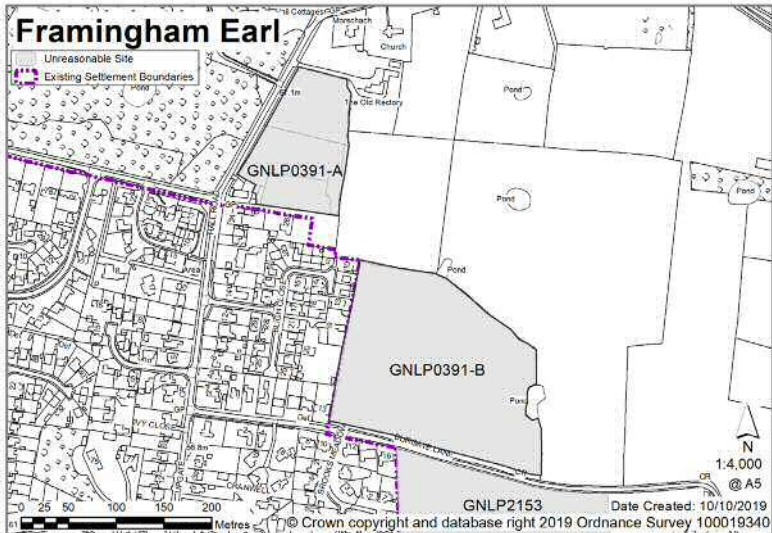
Land North of Heath Loke and the west of The	GNLP0223	9.25	Residential development (unspecified number)	This site is not considered to be suitable for allocation as vehicular access may be difficult without the development of adjacent sites or the
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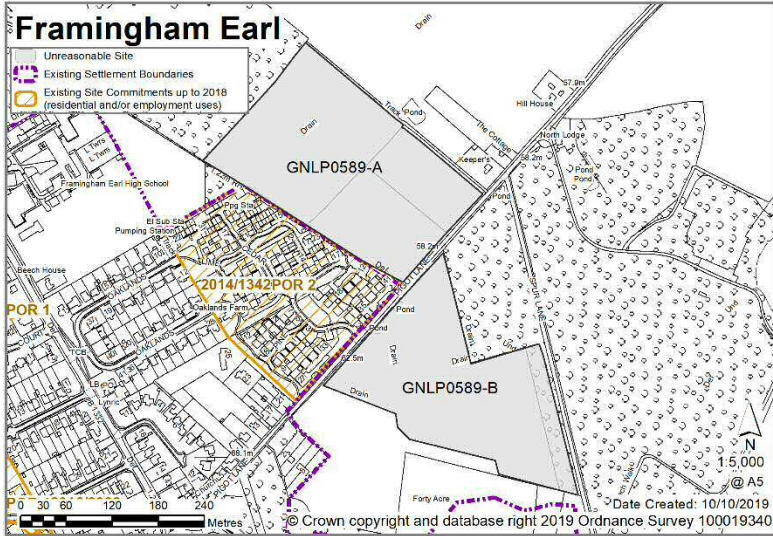
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Street, Poringland				availability of a suitable access from the new estate development immediately to the west. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
Cherry Trees, south of Bungay Road, Poringland	GNLP0280	2.17	Approx. 40 dwellings	This site is not considered suitable for allocation as development would be intrusive into open countryside to the south of the settlement. It is unclear whether vehicular access to the site would require demolition of a dwelling, and there are concerns about creating a suitable access. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

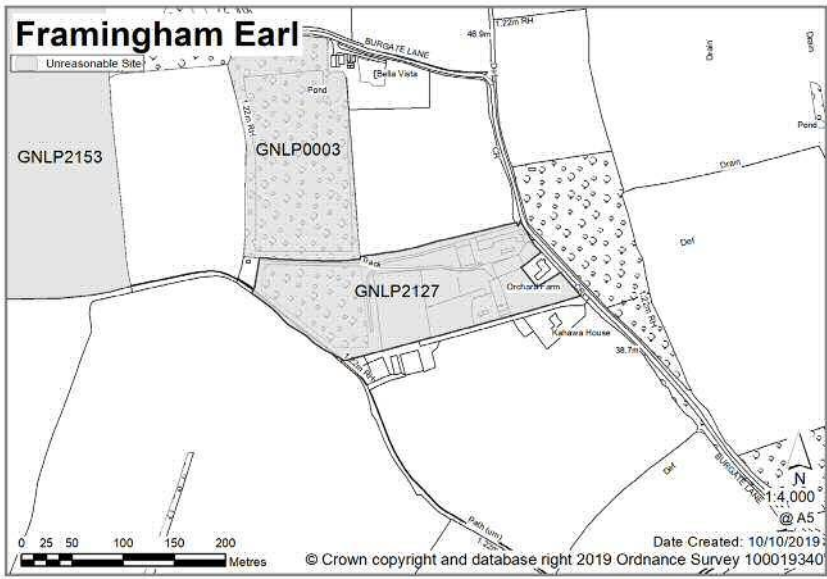
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
 <p>The map shows the Poringland area with site boundaries highlighted in purple. Key features include Bungay Road, a railway line, and various land parcels labeled GNL0316 and GNL0280. A scale bar indicates distances up to 120 metres. The map is dated 10/10/2019 and is a Crown copyright Ordnance Survey map.</p>				
Land north of Bungay Road, Poringland	GNLP0316	4.92	Residential development (unspecified number)	This site is not considered to be suitable for allocation as development would be intrusive into open countryside to the south of the settlement. It is unclear whether vehicular access to the site would require demolition of a dwelling, and there are concerns about creating a suitable access with an acceptable visibility splay onto the B1332. There is a significant band of surface water flood risk running through the site which could affect the developable area. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

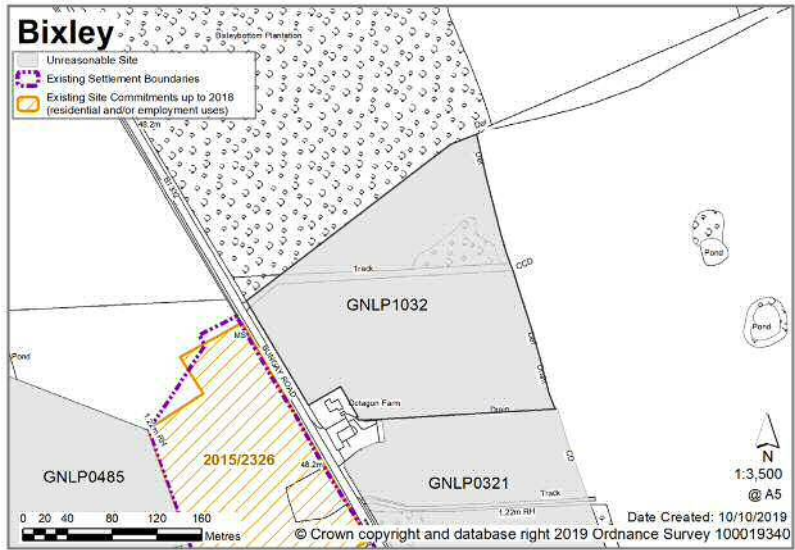
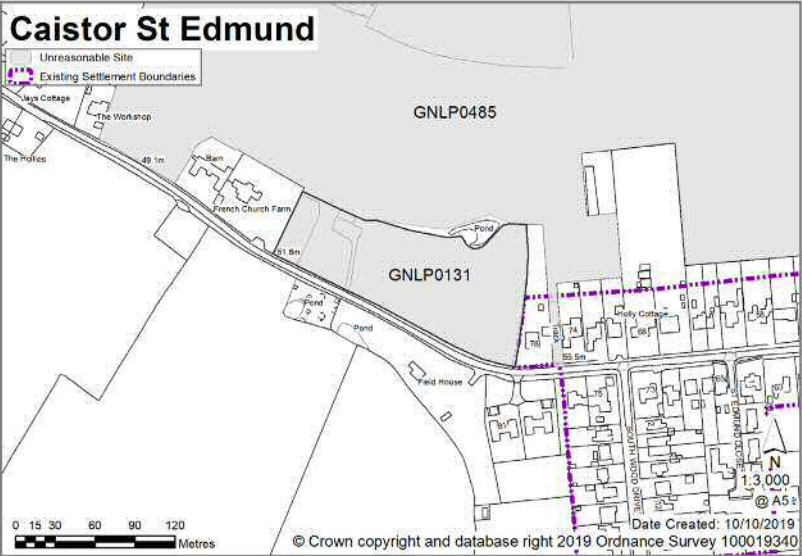
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
South of Burgate Lane, Poringland	GNLP2153	9.30	165 dwellings	This site is not considered to be suitable for allocation as development would be intrusive into open countryside to the south-east of the settlement and would significantly adversely affect views of the landscape from the south. High amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
Land adjacent (West of) Bella Vista,	GNLP0003	2.25	Residential development (unspecified number)	This site is not considered to be suitable for allocation as it is separated from the settlement and would appear as an individual

Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Burgate Lane, Framingham Earl				enclave of development. Development would be intrusive into open countryside, causing significant adverse landscape impact and highway concerns. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland
				
Land immediately adjacent to Octagon Farm and adjacent fields, Bungay Road, Framingham Earl	GNLP0321	4.28	Mixed use development consisting of approx. 60 dwellings, commercial, business and light industrial space.	This site is not considered to be suitable for allocation as although there is a footpath and cycle link along the east side of the B1332 to local facilities there is relatively little development on the eastern side of the B1332. Development in this location would also impact on the setting of Octagon Barn. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

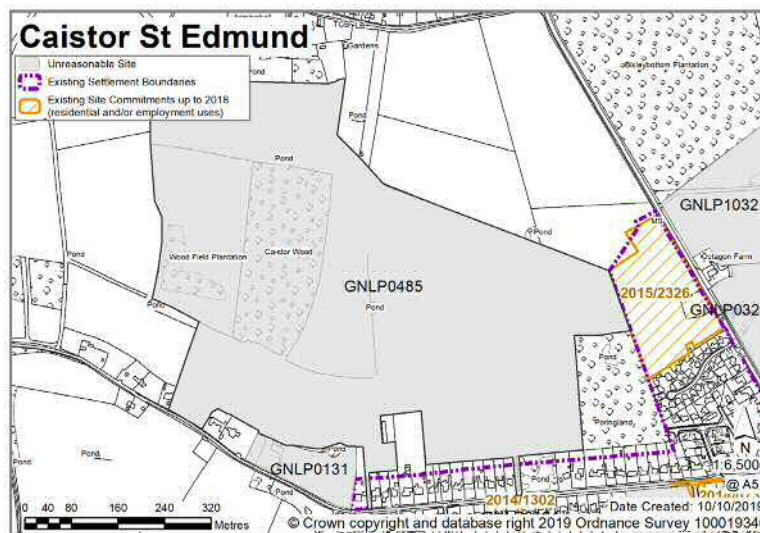
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
Land at Framingham Earl, Burgate Lane	GNLP0391 A & B	4.60	Approx. 140 dwellings	Neither of these sites are considered to be suitable for allocation. Roads serving both parts of GNLP0391 are narrow lanes considered unsuitable for serving additional development. Site B in particular would be intrusive into open countryside to the south-east of the settlement and would significantly adversely affect views of the landscape from the south. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
Land North and South of	GNLP0589 A & B	10.02	Residential development	Despite being reasonably well located to the existing built form

Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Pigot Lane, Framingham Earl & Framingham Pigot			(unspecified number)	these sites are not considered to be suitable for allocation as high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
Orchard Farm, Framingham Earl	GNLP2127	2.40	Residential development (unspecified number)	This site is not considered to be suitable for allocation as it is separated from the settlement and would appear as an individual enclave of development. Development would be intrusive into open countryside, causing significant adverse landscape impact. High amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

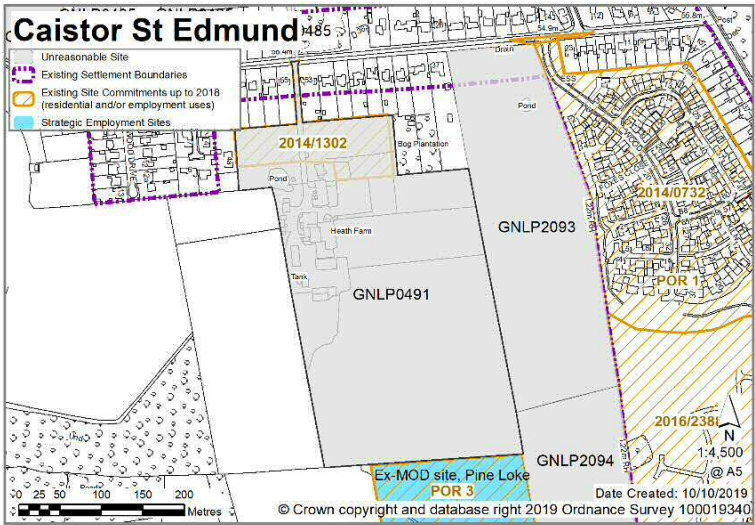
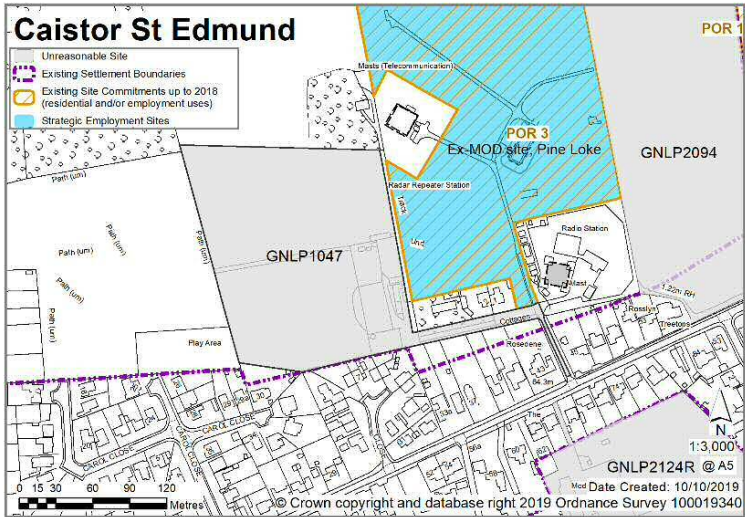
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
Land adjacent to and to the north of Octagon Farm, Bixley	GNLP1032	4.20	Mixed use with commercial business use and approx. 100 dwellings, landscaping and infrastructure	This site is not considered to be suitable for allocation as although there is a footpath and cycle link along the east side of the B1332 to local facilities there is relatively little development on the eastern side of the B1332. In addition, development would impact on the setting of Octagon Barn. There was some discussion over the site's potential if allocated with GNLP0321, but the majority of the site is affected by surface water flood risk which would significantly constrain the developable area. High amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
Land East of French Church Farm, Caistor Lane, Caistor St Edmund	GNLP0131	1.23	Residential (Unspecified number)	This site is not considered to be suitable for allocation due to highways constraints. The narrowness of the carriageway and the lack of a continuous footpath is compounded by the poor forward visibility for vehicles travelling around the adjacent bend on Caistor Lane. Another constraint is an area of surface water flood risk through the centre of the site. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				

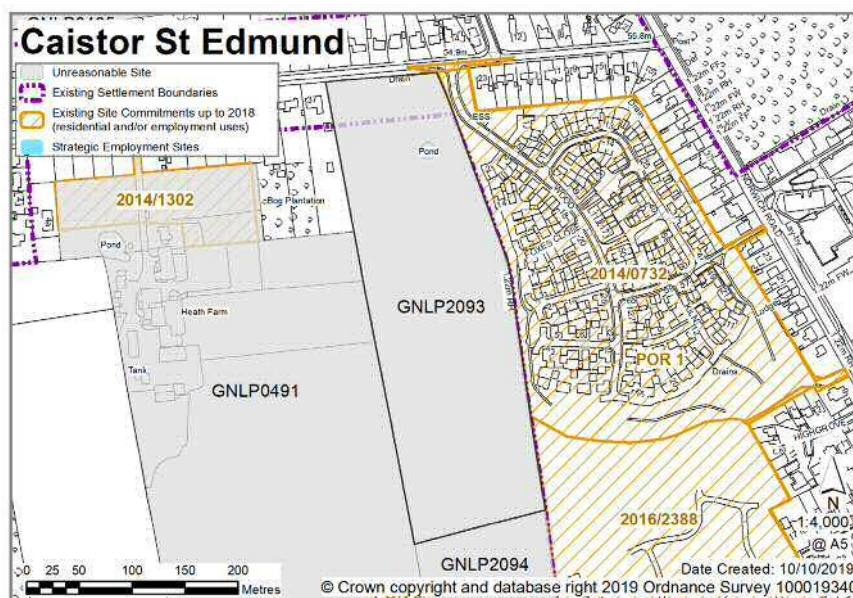
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Land North of Caistor Lane, Caistor St Edmund	GNLP0485	36.33	Approx. 180 dwellings, proposed with 24ha for a new 'Caistor County Park'	This site is not considered to be suitable for allocation due to highways constraints. Access from the west of the site would be very detrimental to the rural character of that section of Caistor Lane and the surrounding landscape. It is not clear what access arrangements exist to the east, via the development under construction (ref: 20120405). In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.



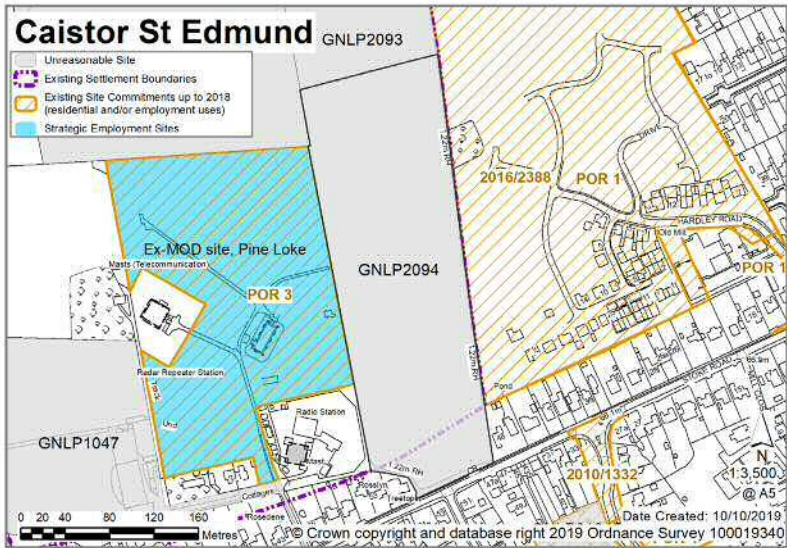
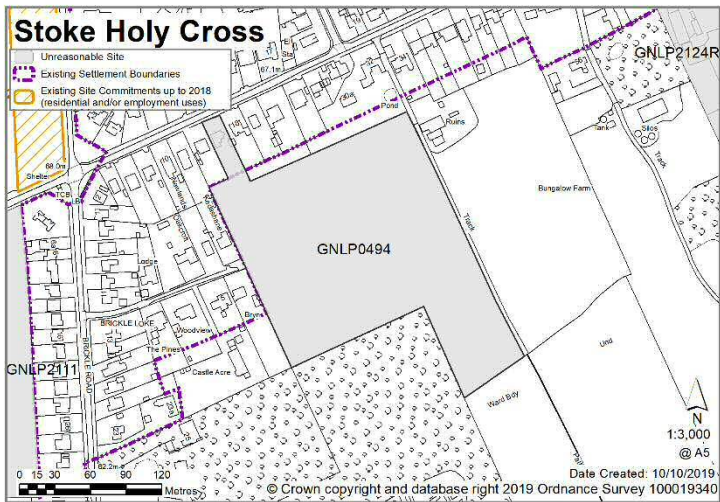
Land South of Caistor Lane, Caistor St Edmund	GNLP0491	9.71	Residential (unspecified number)	This site is not considered to be suitable for allocation due to highways constraints. There is no suitable access unless the site is allocated in junction with neighbouring land GNLP2093 or GNLP2094. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
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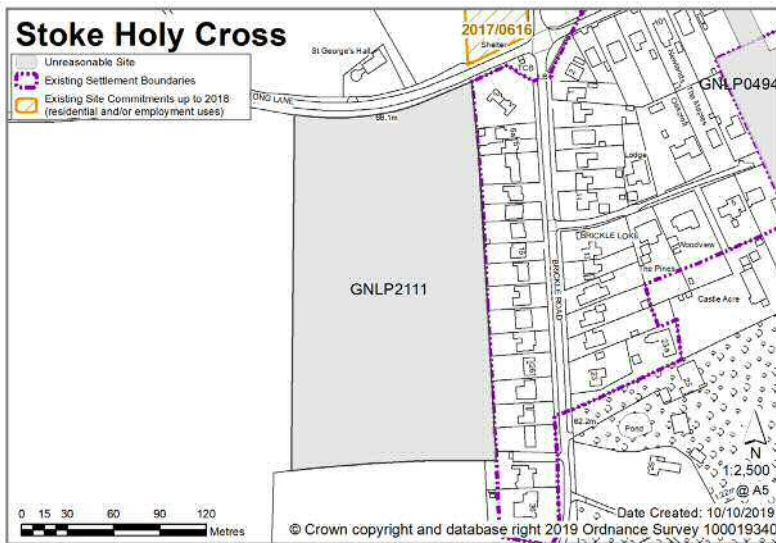
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
Pine Lodge School of Classical Equitation, Pine Loke, Caistor St Edmund	GNLP1047	2.81	Mixed use (unspecified number)	This site is not considered to be suitable for allocation due to highways constraints. There is no suitable access unless the site is allocated in junction with neighbouring land to the east (existing allocation POR3), GNLP2093 or GNLP2094. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
South of Caistor Lane, Caistor St Edmund	GNLP2093	5.50	150 dwellings	This site is not considered suitable for allocation due to highways constraints. The junction at Caistor Lane with the B1332 is not of a suitable standard to accept traffic

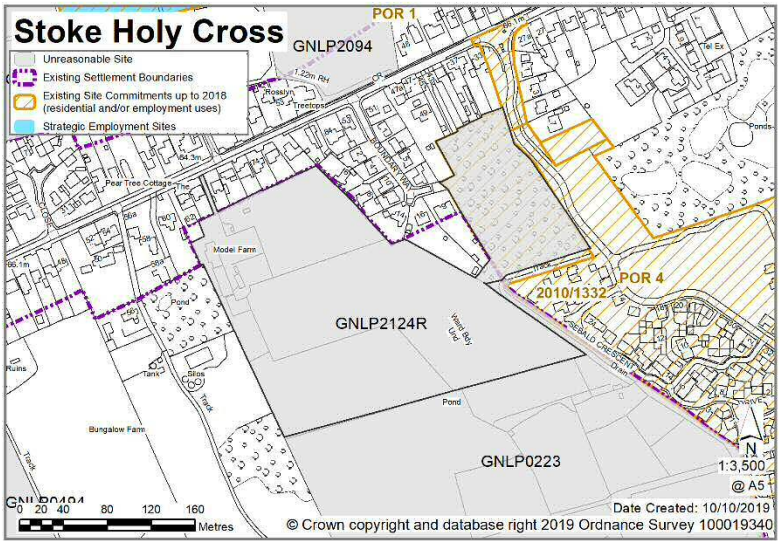
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				from development of that scale. Only infill frontage development might be acceptable. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.



North of Stoke Road, Caistor St Edmund	GNLP2094	4.37	110 dwellings	This site has some potential for allocation subject to acceptable access, footway provision, carriageway widening and pedestrian connectivity with POR1 and POR3. However, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland so therefore the site is not considered suitable for allocation.
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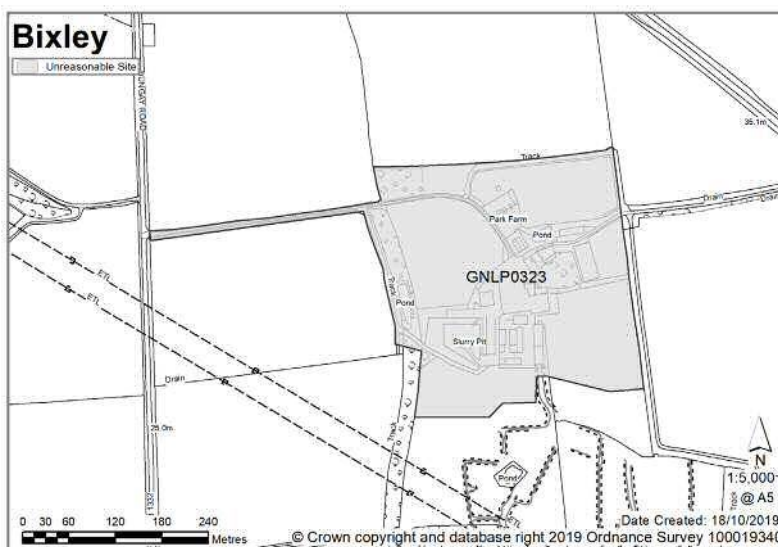
Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
				
Land south of Poringland Road, Stoke Holy Cross	GNLP0494	3.38	Residential development and 1.02 ha of green infrastructure comprising public open space, tree planting and new habitats	This site is not considered to be suitable for allocation due to highways constraints. The access (which involves demolishing an existing property) is narrow. As well as the form of development caused by the narrow access, and achieving suitable visibility splays, there could be issues over the residential amenity to neighbouring properties. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
				
South of Long Lane,	GNLP2111	2.89	50-60 dwellings	This site is not considered to be suitable for allocation due to highways constraints. Concerns exist

Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
Stoke Holy Cross				over the access and achieving an acceptable visibility splay due to the alignment of Long Lane. The site is also displaced from the settlement with sporadic footway connections which may require pedestrians to cross at a sub-optimal location. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.
 <p>The map, titled 'Stoke Holy Cross', shows a residential area with a large grey-shaded area labeled 'GNLP2111'. A purple dashed line outlines a site boundary. A legend in the top left corner identifies symbols for 'Unreasonable Site' (grey square), 'Existing Settlement Boundaries' (purple dashed line), and 'Existing Site Commitments up to 2018 (residential and/or employment uses)' (orange square). A scale bar at the bottom left indicates distances from 0 to 120 metres. The map includes labels for 'St George's Hall', 'Long Lane', 'GNLP0494', 'Brickle Lane', 'The Pines', 'Castle Acre', and 'Pong'. A north arrow and a scale of 1:2,500 are also present. The map was created on 10/10/2019 and is based on Ordnance Survey data from 2019.</p>				
Model Farm, Stoke Holy Cross	GNLP2124R	4.56	80 dwellings	This site is not considered to be suitable for allocation due to highways constraints. It is not clear how the site could be accessed. Options could be via existing allocation POR4 but would probably require a private agreement. An alternative could be via the Ridings, depending on whether the site boundary is adjacent to the highway. In addition, high amounts of existing commitments and environmental/ infrastructure constraints limit the potential for additional new housing in Poringland.

Address	Site Reference	Area (ha)	Promoted for	Reason considered to be unreasonable
 <p>Stoke Holy Cross</p> <p>Legend:</p> <ul style="list-style-type: none"> Unreasonable Site Existing Settlement Boundaries Existing Site Commitments up to 2018 (residential and/or employment uses) Strategic Employment Sites <p>Map labels: GNLP2094, POR 1, 1.22m RL, Pear Tree Cottages, Model Farm, Bungalow Farm, Pond, GNLP2124R, GNLP0223, POR 4, 2010/1332, 1:3,500, @ A5, Date Created: 10/10/2019, © Crown copyright and database right 2019 Ordnance Survey 100019340.</p>				

Unreasonable Sites - Non-Residential

Address	Site Reference	Area (Ha)	Proposal	Reason considered to be unreasonable
Poringland (including Bixley)				
Park Farm, Bungay Road, Bixley	GNLP0323	9.83	Employment & Commercial use	This site is not considered to be suitable for allocation as evidence suggests that currently committed land is more than sufficient in quantity and quality to meet the employment growth needs in Greater Norwich. There is therefore no need to allocate any additional large-scale employment sites in the new local plan. Constraints on development include highways access, surface water flood risk on part of the site, and heritage issues to the setting of the Church of St Wandregelius (Grade II* listed).



Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2019

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
30/06/2018	Barclays Current	0.00
30/11/2019	Unity Trust	55,897.82
30/06/2018	Barclays Deposit	0.00
30/11/2019	CCLA	40,000.00
30/11/2019	Cambridge & Counties 120 Day	76,680.23
30/11/2019	Charity Bank	85,000.00
30/11/2019	Hampshire Trust Bond 1	55,000.00
30/11/2019	Hodge Bank	55,000.00
30/11/2019	Nationwide Instant Access	121,543.71
30/11/2019	Santander Bond 1	60,377.37
30/11/2019	United Trust	50,000.00
30/11/2019	Unity Trust Deposit	155,735.50
		755,234.63
<u>Other Cash & Bank Balances</u>		
		550.00
		755,784.63
<u>Unpresented Payments</u>		
		15,908.96
		739,875.67
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		739,875.67
<u>All Cash & Bank Accounts</u>		
1	Current	39,988.86
2	Bonds & Savings	699,336.81
Other Cash & Bank Balances		550.00
Total Cash & Bank Balances		739,875.67

PORINGLAND PARISH COUNCIL			
Payments List 8th January 2020			
Payee	Code	Description	TOTAL
F LeBon	Salaries	Clerk	
R McCarthy	Salaries	Asst Clerk	
L Gooderham	Salaries	Caretaker	
S Warminger	Salaries	Cleaner	
S Duffell	Salaries	Project Officer	
S Cunningham	Salaries	Administrator & Caretaker	
D McGuinness	Salaries	Pavilion Cleaner	
J Dodman	Salaries	Bar Assistant	
			£6,710.86
HMRC	Salaries	PAYE & NIC	£2,259.75
Norfolk Pension Fund	Salaries	Pension Contributions	£2,408.26
Microshade	General Administration	Hosted IT	£241.20
BT	General Administration	Telephone and Broadband	£79.31
Norfolk Copiers	General Administration	Copier Printing	£78.41
Ian Smith Group	General Administration	Stationery	£119.47
Auditing Solutions	General Administration	Internal Audit	£534.00
Norse	General Administration	ID Card	£7.20
Total Gas and Power	Community Centre	Electricity	£978.50
ESPO	Community Centre	Gas	£229.98
World Pay	Community Centre	Card Charges	£23.77
Wave	Community Centre	Water Bill	£296.17
The Alarm Company	Community Centre	Annual Maintenance of Fire Alarm	£314.40
Anglia Catering Equipment	Community Centre	Replacement Oven	£1,674.00
	Community Centre	Refund of Hire	£49.00
Humpty Dumpty Brewery	Community Centre	Real Ale	£112.20
L. Gooderham	Community Centre	Annual Claim for Tea Towel Wash	£30.00
Chase Stereo	Community Centre	Balance of Disco for 'Stayin' Alive	£245.00
"Stayin Alive"	Community Centre	Balance for Tribute Event	£1,920.00
J & A Saunders	Community Centre	Clean Beams in Hall	£80.00
Office Water Supplies	Community Centre	Rental of Water Cooler and Cups	£101.35
Total Gas and Power	Playing Field	Electricity	£198.26
Wave	Playing Field	Water Bill	£161.74
South Norfolk Council	Playing Field	Annual Premises License	£70.00
Townsend Ltd	Playing Field	Attend to Blocked Toilet	£100.80
Wave	Cemetery	Water Bill	£28.25
South Norfolk Council	Open Spaces	Annual Dog Bin Charge	£2,563.20
Veolia	Comm Centre / Cemetery	Waste Removal	£75.58
Garden Guardian	C. Sums/Playing Field/Open Spaces	Grounds Maintenance	£344.10
Vortex	Commuted Sums	Grounds Maintenance	£519.99
Barclaycard	C. Centre / General Admin /P. Field	Telephone/Bar/Maintenance/Events	£1,391.71
Trade UK	Community Centre	Pressure Washer	£284.99
Barclaycard	Community Centre / Xmas project	Bar Stock/Events/Xmas Event	£2,579.40
Spire Cleaning Services	Community Centre / Playing Field	Carpert Cleaning	£150.00
R. McCarthy	Mileage/Salary top up/events	Petty Cash Top Up	£92.00
J&A Saunders**	C.Centre/P.Field/Comm Sums	Window Cleaning	£140.00
** Authorised in November - cheque lost in post - cancel and reauthorise as BACS payment			
Councillors With Prejudical Interests			
Spruce Landscapes	Playing Field/Memorial Garden/C. Cent	Grounds Maintenance	£945.00
Spruce Landscapes	Community Centre	Rectify Paving	£480.00
			£28,617.85