

# Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 11<sup>th</sup> September 2017 at 7.30pm – 9:45pm.

## **PRESENT**

Rob Christie, Pat Wilson, Yvonne Burton, Paul Culley-Barber, Nigel MacPherson and Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Chair, Rob Christie.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**  
Apologies were received from David Ward, Joseph Scholes and Paul Baverstock. Stella Shackle did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
  - 3.1. Paul Culley-Barber, Yvonne Burton and Rob Christie declared an interest in item 13. Paul Culley-Barber declared an interest in item 27.

*Suspend standing orders*

4. **OPEN FORUM - FOR PARISHIONERS TO RAISE QUESTIONS ON AND/OR MAKE STATEMENTS ABOUT MATTERS ON THE AGENDA AND TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR AND COUNTY COUNCILLOR**
  - 4.1. Approximately seven parishioners were present. County Councillor, Andrew Proctor sent his apologies.
  - 4.2. Planning application 20161588 (agenda item 10 August meeting) – It was clarified that this planning application should go to the October plans committee at Broadland District Council (BDC) when David Ward will speak on behalf of the parish council.
  - 4.3. Item 14 - Heathlands Community Centre have put forward proposals to improve the drainage on the newly surfaced car parking area.
  - 4.4. Item 7.5 – application 20171053. Senior Planning Manager at Kier, James Griffiths spoke regarding the detail of this application and apologised for the street lighting installation errors. They will be applying for planning permission for street lighting.
  - 4.5. A parishioner raised concerns over parent parking at Blofield Primary School. The Council flyer has been emailed out to parents. Paul C-B to promote on the website/facebook and Clerk (SF) to print flyers for distribution.

*Resume standing orders*

5. **TO APPROVE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 14<sup>th</sup> August 2017**
  - 5.1. Following a minor amendment Paul Culley-Barber proposed (seconded by Nigel MacPherson) the parish council unanimously approve the minutes of the annual parish meeting held on 14<sup>th</sup> August 2017 and they were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES (14/8/17) NOT ON THE AGENDA**
  - 6.1. Item 5.1 – environmental health has made contact with the parishioner. Clerk (SF) to follow up.
  - 6.2. Item 3.1 – adverts for new councilors has been placed in focal point and Blofield News
  - 6.3. Item 19.1 – highways meeting with Paul C-B, Friday 22<sup>nd</sup> Sept to discuss a trod from heathlands to SHES. A pedestrian crossing at the Kings Head pub would cost around £50,000.
  - 6.4. Item 20 - The assistant clerk role as been advertised everywhere.

- 6.5. Strumpshaw Road Closure is imminent with a diversion through Blofield. Clerk (SO) to obtain full detail of the road closure and map.
7. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL INCLUDING** (Clerk (SO) to feedback to BDC):
- 7.1. **Application: 20171427**  
 Single Storey Rear Extension  
 Location: 26 Heath Way, Blofield Heath, NR13 4RS  
*Following some discussion, the Council agreed to make no comment on this application.*
- 7.2. **Application: 20161483**  
 development of retail supermarket up to 2500sq.m, up to 155 dwellings, open space and vehicular access  
 Location: Land at Yarmouth Road/Postwick/Brundall  
*The council would like to make the following comments to BDC:*
- Traffic assessment excludes Phase 2 of Saxon Fields and the proposal for land to the East of the Memorial Hall, Brundall so is not necessarily an accurate reflection of potential future traffic growth.
  - The revised traffic assessment is reliant on what is perceived as temporary U turning traffic preventing access to the A47, however assuming the worst-case scenario becomes reality, there could be an average queue of 46 vehicles wanting to access the A47 from Yarmouth Road and 59 vehicles from Cucumber Lane for AM traffic movements.
  - Therefore, it is imperative that junction improvements are sought at the east end of Blofield with the A47 to provide an alternative for access for traffic to join the A47 in a safe manner before 2022, when the predicted traffic flows start to increase.
  - Restating previous comments raised on this application as the council cannot see that anything else has changed?
  - It is just outside our parish so Neighbourhood Plan policies do not apply.
  - Would seek clarity on the new proposed footpath does it continue to McDonalds to provide safe pedestrian access to the fast food outlet.
  - Unfortunately, the application states that the land required to make this happen is in private ownership and the bridge makes this unachievable – however part of the footpath will be shared cycle / footpath where possible ... ideally all efforts ought to be explored to enable a connected path / cycle way to serve the supermarket / fast food outlet.
  - The site would not be a sustainable development as it is not within 20 minutes walking distance of local facilities.
  - Speed limits along Yarmouth Road need to be limited to 30 MPH for the entire stretch of the road, along with considered traffic calming measures to prevent speeding along Yarmouth Road. The council would like to see speed activated signage installed close to the entrance to McDonalds to encourage slower driving along Yarmouth Road with improved signage to highlight the entrance / exit of the Petrol Filling Station and more importantly the Fast Food outlet, especially as the proposed development now includes a total of 4 accesses, 2 to the north for the supermarket and 2 to the south for the MUGA / housing development.
  - Assumed that Brundall Primary School is the main catchment for this proposal, is there space for the accumulated impact of 200 homes at the Memorial Ground, 192 homes on this development, the existing growing pastures development plus already planned development in Blofield for 107 homes at Garden Farm, 30 at The Courthouse, 64 at Wyngates, 13 at Piggeries, 175 at Manor Park - will this lead to over subscription in our current schools and so should this proposal trigger the build of a new school that can accommodate the growing population? This same comment applies to doctors' services between the two parishes.
- 7.3. **Application: 20162199**  
 Erection of 36 Dwellings and associated external works (reserved matters following outline planning permission 20140968)  
 Location: Land off Blofield Corner Road, Blofield Heath  
*The Council would like to make the following comments to BDC:*

- Drainage from the development appears to be discharging into the drainage ditch at a close proximity to number 30 on Blofield Corner Road. What measures will be put in place to ensure these properties are not adversely affected by any flooding or discharge from the Surface Attention Pond?
- Is the proposed SUDs maintenance schedule sufficient? Should it be more frequent say quarterly or six monthly to ensure new and existing residents are not affected by any possible flooding concerns.
- How can the developer ensure that the private driveways remain porous through the lifetime of the development occupation to ensure the drainage strategy is achieved? Can covenants be applied to housing deeds to ensure the drainage is maintained at a satisfactory level.

**7.4. Application: 20171403**

Removal of condition 1 of planning permission 20081332 to allow use for livery horses  
Location: The Old Stables, Field Lane, blofield heath NR13 4RP

*The Council would like to make the following comments and request to BDC:*

- This relates to a previous planning permission 20081332 which was passed on 5<sup>th</sup> December 2008. The applicant is seeking to remove a condition which would allow the owner to replace older horses as they pass away with livery horses, thus developing a career in eventing. Neighbourhood Plan policies are not applicable?
- The Council request that BDC put a cap on the number of livery horses using the facility. This will ensure that the number of horses currently using the stable and feed / tackstore is not increased.

**7.5. Application: 20171053**

Revised house types – replace 4 no 4 bed detached houses with 8 no dwellings  
Location: Garden Farm, Land south of Yarmouth Road, NR13 4JG

*The Council would like to make the following comments and request to BDC:*

- It is noted that car barns are being used to encourage parking in the 'garage' area.
- Whilst the Council doubts that NPHOU5 is fully complied with for one of the 8 properties. Considering the gain of another housing association property the Council has no comments.

**7.6. Application: 20171360**

1 single storey front and side extension, 2 pitched roof over garage and single storey link extension to dwelling

Location: 2 Harker Way, Blofield Heath, NR13 4QZ

*The Council has no comments on the application.*

**7.7. Application: 20171386**

170 dwellings, community/sports pavilion, country park, outdoor sports provision, access  
Location: Land East of Memorial Hall, Brundall

*The Council would like to make the following comments and request to BDC:*

Mostly outside our Parish so our Neighbourhood Plan policies do not apply however as this proposal is on the boundary of Blofield Parish we have commented in accordance with Blofield Parish Neighbourhood Plan.

ENV1 – Witton Run / Lackford Run green corridor that separates Blofield / Brundall – any development should not impact on these areas. Concerns of run off and pollutants entering the runs which then could affect Cremers Meadow and possibly Strumpshaw Fen – what measures are required to ensure that the works do not adversely affect the water quality. In principle we are not keen on seeing Agricultural land being developed.

ENV5 – Dark Skies – The proposed development could affect our dark skies policy.

ENV6 – Distinct Villages – this proposal reduces the physical separation of Blofield and Brundall.

SER1 – Impact on available schools' places for Brundall and Blofield – can the schools accommodate more pupils? Will new residents to the area be forced to look further afield for schooling options – such as Lingwood, Dussindale, Thorpe St Andrew etc, which will add to the existing traffic concerns.

TRA1 – traffic assessment - The transport assessment makes no mention of the impact this development would have on the accumulated traffic flows detailed for access to the A47 at

Yarmouth Road / Cucumber Lane. As the main access is out onto Brundall Road, the desire line of traffic will be to enter Blofield via the narrow Brundall Road over Bay Bridge for onward journey to Norwich or Yarmouth – adding more pressure to the congestion woes we already experience in Blofield.

Increased traffic flows over Bay Bridge, which is a narrow single lane, will increase congestion and waiting traffic in that area of Blofield / Brundall and what measures may be put in place to mitigate these concerns.

Given that the Brooms Boats travel assessment is predicting there could be an average queue of 46 vehicles wanting to access the A47 from Yarmouth Road and 59 vehicles from Cucumber Lane for AM traffic movements – this proposal will only add to those figures, thus increasing the average queue length for gaining access to the A47 from either Brundall or Blofield – therefore we would challenge how this proposal can be deemed sustainable.

- 7.8. Application: 20171485  
Two storey and single storey rear extensions  
Location: Heath House, Woodbastwick Road, Blofield, NR13 4RR  
*The Council have no comments on this application.*

## **8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**

- 8.1. Application: 20171273  
Two storey side extension to existing detached chalet bungalow  
Location: 38 Harker Way, Blofield, NR13 4QZ  
*The Council have no comments on this application.*

## **FINANCE**

### **9. TO APPROVE INVOICES FOR PAYMENT AND NOTE OVERTIME PAID FOR COMPLAINT HANDLING**

- 9.1. The council unanimously approved all payments totaling £18,872.77 presented for payment in Appendix 1. This included the invoice for the Churchyard wall of £17,344.78. Clerk (SO) to issue cheques.
- 9.2. The Council bank balance at 4 September 2017 is £278,523.09 (Appendix 2).
- 9.3. The Council noted that clerk overtime has been paid, totaling 24 hours to cover the time taken for the complaint handling April-June 2017.

### **10. TO RECEIVE A COMMUNITY INFRASTRUCTURE LEVY AND S106 UPDATE**

- 10.1. Detail of Community Infrastructure Levy (CIL) funds received to date (Appendix 3) was discussed. To date £204,788.26 has been received and an additional £42,162.40 will be paid to the parish council in October 2017. This is to spend on large projects for the benefit of the parish.
- 10.2. The Parish Council still has significant funds of Section 106 contributions which at July 2017 stands at £40,668.57.

### **11. TO NOTE COMMENTS FROM MAZARS ON THE PARISH COUNCIL ANNUAL RETURN 2016/17**

- 11.1. In 2016 the requirement to display a period of public rights covering 30 working days including the first 10 working days of July was not met.
- 11.2. Scope for improvement in 2017/18 – the council were advised that the council values of certain assets like war memorials and donated fixed assets should be set at £1 (the proxy cost) for assets of this nature in accordance to the General Practitioners Guide Section 5.59 and 5.60 or formally approve the departure from this guidance.

### **12. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS**

#### **12.1. Churchyard Wall**

05/09/2017 Final invoice from Church architect received. All works completed and Coverdale builders had been requested to provide a quotation for replacement gates etc. Their surveyor had

visited to measure up in late August and the quotation was awaited. The surveyor pointed out that if a gate was provided to the footpath entrance it would reduce the width of the access to below that required by wheelchairs. Like for like quotations had been requested; it was possible some work to the wall to level the gates might be required.

**12.2. Footpath through churchyard and replacement gates**

05/09/2017 Preparation of the specification for the proposed repairs to the path was being prepared and would be passed to Rev. Billson by the assistant clerk for the faculty application when completed.

**12.3. Churchyard tree survey and management plan**

09/08/2017 Norwich Fringe say the proposed tree works would manage the work for the current year.

05/09/2017 Quotation for tree works on the agenda for decision. Lloyd Southon wished to meet on site to discuss the cutting of the western boundary shrubs and dealing with the waste wood that had been piled up at the southern boundary. He had identified two trees that were dead that he felt should be felled. Date of meeting to be advised but imminent.

11/09/2017 Meeting taken place between Rob Christie and tree surgeon and clerk awaiting a quotation for the work.

**12.4. Courthouse: new doorway to rear garden and associated works**

15/09/2017 Garage roof removed and disposed of during August.

**12.5. Responsibility for new community land Norfolk Homes site**

09/08/2017 - The transfers of the open spaces should take place at the times below. We also need to agree who is taking on the open spaces and agree maintenance sums for the open spaces for the 10 years after transfer. On transfer of O/s 3 also pay £35,000 for the provision of play equipment.

O/S 1 Prior to occupation of plot no's 10, 11, 12 & 13

O/S 2 Prior to occupation of plot no's 49, 50, 51, 52 & 53

O/s 3 Prior to occupation of 38 dwellings.

We (Broadland DC) have gone past the 1st trigger and are getting close to the 2<sup>nd</sup> and 3<sup>rd</sup> triggers.

05/09/2017 No updates received.

11/09/2017 Clerk (SF) to set up a meeting in September with Rob Christie BDC (Bob Fell) and another councilor to discuss the detail of land hand over, options and recommendations.

**12.6. Allotments Entrance Improvements -**

09/08/2017 Tree Consultant considering the current proposals.

05/09/2017 A T Combes contacted a number of times in August but no comments from them to date. Their comments are required before Broadland's tree officer can consider the proposed work.

11/09/2017 A T Combes comments received. Steven to move forward and go to tender with quotations.

**12.7. To establish an unrecognized public right of way in Hillhouse Lane / Clarks Loke**

05/09/2017 All necessary correspondence had been sent out to landowners and subsequently the documents required by Norfolk County Council to consider the application to have the route recognised as a PROW were prepared and delivered by hand for their legal process to commence.

**12.8. Community Speedwatch**

11/09/2017 One volunteer has chosen not to be part of the speedwatch team so the council are now short of volunteers. Paul Culley-Barber will re-advertise.

**13. TO REVIEW THE BONFIRE POLICY IN THE ALLOTMENTS LEASE AND LETTER OF UNDERSTANDING AND PROPOSE A CHANGE**

13.1. The Parish council has received complaints about lengthy and smoky bonfires on the allotments site.

- 13.2. The clerk has investigated the detail in the lease regarding fires on the allotment site, it states 'fires on the allotment site are allowed only in accordance with the policy agreed between the Council and Blofield Allotment Association from time to time'. This agreement is detailed in the letter of understanding.
- 13.3. The Clerk (SO) and Council has reviewed the letter of understanding wording and refined it to ensure it is more detailed but easy to manage.
- 13.4. Nigel MacPherson and Steven Ford to take these proposed changes to the Allotment Association / Council working party on the 4<sup>th</sup> October for approval.
- 14. TO CONSIDER A QUOTATION FOR DRAINAGE WORKS AT HEATHLANDS COMMUNITY CENTRE (RC)**
- 14.1. Following a brief discussion Nigel MacPherson proposed (seconded by Yvonne Burton) the Council pay for this additional drainage improvement at a cost of £1,621.91+VAT following on from the initial work recently carried out at Heathlands Community Centre car park. The Council unanimously resolved to approve this proposal using section 106 funds, or if not possible from general council funds.
- 15. TO ADOPT A PARISH COUNCIL COMPLAINTS POLICY**
- 15.1. After discussion Rob Christie proposed (seconded by Yvonne Burton) the Council adopt the draft complaints policy prepared by the clerk. The Council unanimously approved this proposal. Clerk (SO) to share on website and bring grievance and disciplinary policies to the Council in October 2017.
- 16. TO RECEIVE AN UPDATE REGARDING THE ASSISTANCE CLERK VACANCY AND AGREE ANY NECESSARY ACTIONS**
- 16.1. Rob Christie reported that there has been a good response to the vacancy and proposed the recruitment timetable was revised. The Council unanimously approved this proposal. The closing date will be brought forward to Monday 25<sup>th</sup> September 12noon. The interviewing will take place on Wednesday 4<sup>th</sup> October at Blofield Courthouse. Rob Christie, Sarah Osbaldeston and Paul Culley-Barber will review applications and carry out the interviewing. Clerk (SO) to adjust the vacancy notice wherever possible and advise applicants already applied.
- 17. TO CONSIDER A REPLACEMENT FOOTPATHS SIGN FOR THE TOWN PIT, WOODBASTWICK ROAD**
- 17.1. After some discussion, it was agreed Yvonne Burton would see if there are better ways of securing the information board with a stronger fitting and obtain costings. Clerk (SO) to add to October agenda.
- 17.2. Clerk (SF) to chase highways permission for the Ranworth Road / Hemblington Road / Pedham Road / Mill Road junction location and Blofield Doctors Surgery location. Clerk (SF) to chase faculty permission for the churchyard.
- 18. TO RECEIVE AN UPDATE REGARDING VERGE PARKING ON YARMOUTH ROAD**
- 18.1. Paul Culley-Barber, Rob Christie, Andrew Proctor, David Ward and two highways representatives met on Yarmouth Road last week to discuss the parking. The highways representatives have proposed a solution of: stage 1 - to mark out parking bays on the main road for the cars to use. The Yarmouth Road is wide enough for 3-4 cars. Stage 2 – to restore the grass verge.
- 18.2. A detailed proposal will be prepared by the highways representatives and will be brought to the October meeting. Clerk (SF) to chase Andrew Proctor.
- 19. TO RECEIVE AN UPDATE REGARDING THE HIGHWAYS ENGLAND A47 IMPROVEMENTS PREFERRED ROUTE**
- 19.1. See August minutes item 21.1.
- 20. TO CONSIDER COMMENTS ON THE NORFOLK STRATEGIC FRAMEWORK DOCUMENT CONSULTATION ON OBJECTIVES FOR HOUSING, EMPLOYMENT AND INFRASTRUCTURE (CLOSING DATE 22<sup>ND</sup> SEPTEMBER 2017)**

20.1. Rob Christie has reviewed the document and suggested individual councillors review and comment individually. Paul Culley-Barber will promote it on the facebook page.

**21. TO RECEIVE AN UPDATE ON THE WELCOME PACK AND AGREE ANY NECESSARY ACTIONS**

21.1. Paul Baverstock provided a written update on this document. Pat Wilson had a number of suggested improvements. It was agreed that Pat Wilson and Paul Baverstock would meet, agree any changes and bring a revised draft to the October meeting.

**22. TO RECEIVE AN UPDATE ON THE WEBSITE SPEED SIGN DATA**

22.1. It was agreed that Paul Culley-Barber would speak to the Acle Safer neighbourhood team regarding the speed sign data collected to understand if any further speed camera recording should take place.

**23. TO NOTE A LETTER FROM SAFFRON HOUSING TRUST AND AGREE ANY NECESSARY ACTIONS**

23.1. Paul Culley-Barber proposed (seconded by Yvonne Burton) that the parish council contact Saffron Housing Trust to present for 10 minutes to understand more about their services. The council resolved to approve the proposal (for – 4, against – 0, abstention – 1). Clerk (SF) to contact Saffron and arrange a visit to the October or November plans meeting.

**24. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA**

24.1. Good neighbourhood scheme – Pat Wilson

24.2. Parish partnership scheme update – Paul Culley-Barber

24.3. Street / Road signs – Paul Baverstock

24.4. Investigate a footpath between Blofield Heath and Blofield for parish partnership scheme 2018/19 – Yvonne Burton

24.5. Allotments liason meeting – Nigel MacPherson

24.6. Assitant clerk outcome – Rob Christie

**25. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING**

25.1. Monday 9<sup>th</sup> October 2017 at 7:30pm at the Courthouse.

**26. TO RESOLVE TO PASS A FORMAL RESOLUTION (UNDER THE PUBLIC BODIES AND ADMISSIONS TO MEETINGS ACT 1960) TO EXCLUDE THE PRESS AND THE PUBLIC FOR THE REMAINING AGENDA ITEMS**

26.1. Paul Culley-Barber proposed (seconded by Nigel MacPherson) the above resolution and the council unanimously resolved to approve the proposal.