

Blofield Parish Council

Minutes of the Blofield Parish Council Meeting held at Blofield Courthouse on Monday 10th February 2020 at 7.30pm – 10:15pm.

PRESENT

Stuart Smith, Sarah Dhesi, Yvonne Burton, Pat Wilson, Joseph Scholes, Stella Shackle, Sarah Osbaldeston (Clerk).

1. Welcome and Introduction to the meeting by the Vice-Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Apologies were received and accepted from Mary Moxon, Rob Christie and Paul Culley-Barber.
3. **TO RECEIVE DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA**
 - 3.1. Item 10 – Sarah Dhesi declared an interest the GNLP
 - 3.2. Item 24 - Yvonne Burton declared a pecuniary interest in the allotments.
 - 3.3. Item 12 – Stuart Smith declared an interest in the Garden Road parking agenda item.
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. Four parishioners were present. Andrew Proctor, the County Councillor sent his apologies.
 - 4.2. A parishioner asked if the parish council was planning any VE day celebrations. The council has no plans at this present time.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13th January 2020**
 - 5.1. Following a minor amendments, Sarah Dhesi proposed (seconded by Yvonne Burton) the council approve the minutes of the parish council meeting held on the 13th January 2020. The parish council unanimously approved this proposal and they were duly signed by the vice chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Item 4.2 – lowering the kerb on part of the new Woodbastwick Road trod – It was reported that NCC Highways have been contacted and will take a look at this and lower the kerb.
 - 6.2. Item 10.1 – the dangerous 'cross' headstone has been repaired.
 - 6.3. Item 14.2 – Sarah Dhesi reported that Paul Sellick from NCC Highways do not have an objection to adding posts to the grass verge of Yarmouth Road (to prevent verge parking) once all the road changes have been completed. These would be at the cost of Blofield Parish Council or a parish partnership bid.
 - 6.4. Churchyard Stile – A meeting with NCC highways has taken place and Melanie Eversfield will report back in detail at the March meeting.
 - 6.5. Clarity around property subdivision and renumbering of number 4 Danesbower Lane was briefly discussed.
7. **TO RECEIVE A PLANNING UPDATE**
 - 7.1. No separate updates.
8. **TO CONSIDER COUNCIL FEEDBACK ON PLANNING APPLICATIONS RECEIVED FROM BROADLAND DISTRICT COUNCIL** Clerk (SO) to report back to BDC (*the Chairman allowed an open forum before consideration of individual planning applications*)
 - 8.1. **Application: 20191976**
Change of use to holiday let and conversion of outbuildings to form additional bedroom and bathroom
Location: The Cottage, Blofield House, Woodbastwick Road, Blofield NR13 4RW
The council agreed the following comments:

Conversion of existing rental accommodation outbuilding to create a 6 bed split site holiday accommodation. 3 parking spaces have been suggested but as with the NP HOU5 policy we would like to suggest that the parking provision is increased to meet the Neighbourhood Plan policy. An additional observation is that the existing rental accommodation would be taken out of the market and replaced with a holiday let and there would not be any easy pedestrian access to local services facilities - possibly increasing the number of traffic movements entering and exiting the site. The council would like to raise concerns around parking spaces.

8.2. Application: 20200030

Two and single storey rear extension – revised proposal

Location: 13 Globe Lane, Blofield, NR13 4JW

Following a brief discussion, the parish council agreed the following comments:

The council are pleased to see the ridge height reduced by a considerable amount but still have a concern around overshadowing.

8.3. Application: 20191822

Two storey rear extension (amends planning permission 20181894 by extending a further 1.1 metres)

Location: 14 Chamberlin Court, Blofield, NR13 4JF

The council would like to raise continued concerns over overshadowing / loss of light for the neighbouring properties.

8.4. Application: 20200121

Internal alterations and extensions

Location: Blofield Hall Coachhouse, Hall Road, Blofield, NR13 4DD

The council has no comments on this application (unless plans are amended).

8.5. Application: 20200147

Two storey rear infill extension with roof alterations & single storey rear extension (revised proposal)

Location: The Alders, Ranworth Road, Blofield, NR13 4PJ

The council would like to make the following comments:

The revised plan introduces a bedroom window which appears to be overlooking the neighbouring property and so the council have concerns around loss of privacy. The Council still has significant concerns around the proximity of the extensions to the mature adjoining historical hedge and would please request that a site visit is conducted to ensure no impact or damage will be caused to the hedge.

8.6. Application: 20200118

Approval for access, appearance, landscaping, layout & scale for single detached dwelling as per outline planning permission 20180783 (reserved matters) (revised proposal)

Location: Conifers, Orchard Close, Blofield, NR13 4SE

The council would like to make the following comments:

It has noted that the recommendation is to remove a cherry tree, goat willow and two eucalyptus trees - there is no replacement recorded for these trees. This is contrary to the Neighbourhood Plan policy ENV2 - Soft Site Boundaries and Trees and so the council would appreciate of similar amenity value as part of this proposal. In addition, please ensure trees are not cut down when birds are nesting.

8.7. Application: 20191955

Replace two pairs of sash ground floor windows at front of house and three windows, boxes and sashes on ground floor extension (listed building)

Location: The White House, The Street, Blofield, NR13 4RG

The council has no comments on this application.

8.8. Application: 20200077

Erection of 4no dwellings and associated works (reserved matters appearance, scale & layout) discharge of condition 7 phasing and condition 12 highway improvements of application 20161588

Location: Field South of Heathlands, Woodbastwick Road, Blofield NR13 4QH

Application 20161588 was given outline approval back on 25/4/2018 and a two year time limit for the reserved matters application was imposed as a condition. Condition 7 relates to the access road and condition 12 relates to highway improvement works.

The parish council would like to raise the following objections regarding this planning application:

- *Previous comments made by the Parish Council still stand. Concerns remain around access - having two accesses in very close proximity to each other. To create a 3rd access at this point conflicts with policies SHCR 09,10 and 11; a proliferation of access is endangering the lives of all our parishioners and children alike. Hemblington Primary School are encouraging parents to park at Heathlands and cross what is a very busy road for school drop off and pick up times. In addition, vehicles regularly speed along Woodbastwick Road. We had previously requested speed reduction measures on Woodbastwick Road as part of this development and are disappointed to see that there has been no attempt to improve safety along this section of very busy road.*
- *Note there is a swale adjacent to the shared private drive - this is for surface water run off from the main Woodbastwick Road gully adjacent to the access at Heathlands. The proposed swale appears to be new and may deprive pedestrian access to the services - pedestrians would need to walk the length of the drive instead.*
- *The vision splay north cannot be achieved without 3rd party land. An email from NCC Highways in June 2013 confirms the width of Woodbastwick Road at this point is precisely 10m. Should this dimension be applied visibility cannot be achieved.*
- *The gates of the property Tree Tops must be set back 5m from the road (according to section G3.8 of NCC Highways safe, sustainable development).*

8.9. Application: 20191901

Creation of independent residential unit and creation of external access

Location: The Pink House, Fox Lane, Blofield NR13 4LW

The council would like to make the following comments:

At present there is shared parking at the rear of the Pink House, This proposal seeks to introduce one

parking space for a 1 bedroom dwelling which is contradictory to NP HOU5 which states that a 1 bed dwelling should have a minimum of 2 parking spaces, this is a concern for the council. This proposal would also remove any possibility of linking the footpath which terminates at the Pink House rear access to Lingwood Road to create a better pedestrian connectivity.

9. TO AGREE ANY COMMENTS ON THE PLANNING APPEAL FOR APPLICATION 20171386 'LAND EAST OF THE MEMORIAL HALL, BRUNDALL', APPEAL REFERENCE APP/K2610/A/19/3239986

- 9.1.** Following a brief discussion, Joseph Scholes proposed (seconded by Yvonne Burton) the council resubmit the last comments made against this development. This was unanimously agreed by everyone present. Clerk (SO) to action.

10. TO RECEIVE AN UPDATE ON FROM THE GNLP CONSULTATION INFORMATION EVENING AT BROADLAND DISTRICT COUNCIL AND AGREE ANY NECESSARY ACTIONS AND AGREE COUNCIL FEEDBACK ON THE CONSULTATION

- 10.1.** Stuart Smith read out a detailed summary (prepared by Rob Christie) of the position for Blofield and Blofield Heath.
- 10.2.** The council agreed to put forward the following comments on the consultation (clerk (SO) to action):
- 10.3.** Overall it was felt that given recent development the parish has absorbed over the last five years the council was pleased to see that very little more has been allocated. Considering the large number of sites that were put forward at the 'call for sites' stage of the GNLP development, it is pleasing to see that only 1 has been allocated.
- 10.4.** It was agreed to prepare a brief summary for the website etc for parishioners information and understanding and to encourage parishioners to make comment. Stuart Smith/Rob Christie to prepare this. Clerk (ME) to publicise.
- 10.5.** Clerk (SO) to publicise the GNLP comments contact page and information in Focal point.

- 11. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 11.1. No further applications were received.
- 12. TO CONSIDER A PARISHIONER'S CONCERN REGARDING GARDEN ROAD PARKING**
- 12.1. The parish council considered the matter and agreed to contact Paul Sellick from NCC Highways for any solutions to the problem. Clerk (ME) to action.
- 13. TO RECEIVE AN UPDATE REPORT ON CURRENT PROJECTS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. Melanie will provide a report on various Churchyard matters in the March 2020 meeting.
- 13.2. Website – the contractor is working on the draft and a meeting is scheduled for 25th February to review a first draft and discuss website content.
- 13.3. Designated fund applications – Sarah Dhesi reported that Highways England have a new team working on the A47 dualling. They are keen to support environmental projects. They require all information and applications for designated funds submitting again. Clerk (ME) to enhance / adjust the designated fund applications (taking into account Culvert work and all revised Martys Marsh costs) and resubmit them.
- 14. TO RECEIVE AN UPDATE ON MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS**
- 14.1. Yvonne Burton summarised the position to date:
- Melanie Eversfield continues to work on the planning application and is awaiting surveys before submitting this to BDC.
 - The Bure Valley Group and friends are bringing a working group on 19th February at 10am to cut the reed on site.
 - Two working party dates have been set for 14th March and 11th April 2020 at 10am.
 - All entrances have been measured and Yvonne has drawn diagrams to illustrate gates required.
 - Yvonne Burton and Sarah Dhesi will be obtaining 3 quotations for 3 pedestrian gates and 1 vehicular gate.
 - It is hoped it will be possible to apply for a small grant from BDC for a picnic table.
- 15. TO RECEIVE AN UPDATE ON MARTY'S MARSH CULVERT AND AGREE THE COST FOR A CONDITION REPORT**
- 15.1. The culvert under the vehicular entrance has been photographed and images sent to the surveyor. An onsite visit and meeting has taken place with the surveyor.
- 15.2. An urgent survey of the culvert is required to assess repairs needed. Therefore, this was instructed by the chair between the January and February meeting. Following a brief update, Sarah Dhesi proposed (seconded by Joseph Scholes) the council pay the £400 cost of this survey. The council unanimously resolved to approve this proposal.
- 15.3. A draft survey has been provided but will be adjusted now images of the culvert are available.
- 15.4. The council are still awaiting an update from Brundall Parish Council regarding a bridge linking Cremer's Meadow and Marty's Marsh and clarity on where the boundary between the two pieces of land is.
- 16. TO RECEIVE AN UPDATE ON THE CHURCHYARD LIME TREE EPICORMIC GROWTH**
- 16.1. The first epicormic growth working party was very successful. Around 10 volunteers came last Saturday morning and over half the epicormic growth has been cut back carefully. Rob Christie suggested a bi-annual churchyard working party to prep for Winter / Spring.
- 17. TO NOTE RECEIPT OF A CHURCHYARD TREE SURVEY**
- 17.1. Received and returning in the March meeting with an overall churchyard summary.
- 18. TO RECEIVE A SMALL PROJECTS UPDATE AND AGREE NEXT ACTIONS**
- 18.1. Sarah Dhesi updated the council on various possible small projects within the parish.
- 18.2. Opening of the Courthouse Gardens during the day in the Summer – Stella Shackle / Rob Christie to take this proposal to the Courthouse Management Committee for consideration.

- 18.3.** Consider providing noticeboards to Margaret Harker Hall, Heathlands and the Courthouse – hall representatives to explore the hall interest and what they would display in them. Clerk (SO) to review budget limits.
- 18.4.** Clerk (ME) to review the designated fund play area application to ensure it is ready for re-submission.
- 18.5.** Consider a bench for the MHH small play area – Sarah Dhesi to work with the MHH committee to put forward a small grant request to the council for 50% of the funding for a bench for the small play area, offering 3 alternative designs/ costs for the bench.
- 18.6.** Clerk (ME) to encourage recycling through the new website (such as recycle collection points and gumtree etc).
- 19. TO APPROVE THE COUNCIL EMPLOYER RATES PAYABLE TO THE NORFOLK PENSION FUND FOR THE THREE YEARS BEGINNING 1 APRIL 2020**
- 19.1.** Stuart Smith proposed (seconded by Stella Shackle) the council approve the employer contribution rates payable for the Norfolk Pension fund for the three years beginning 1 April 2020. The council unanimously resolved to approve this proposal.
- 20. TO CONSIDER TAKING ON DELEGATED GRASS CUTTING FOR THE PARISH FROM NCC AND AGREE ANY NECESSARY ACTIONS**
- 20.1.** Currently NCC pay a contractor who sub-contracts out the work to provide 5 grass cuts of various verges / small areas within the parish. The Parish council can receive funds of approximately £2200 for 2020/21 from NCC to allow the council to choose their own contractor to carry out grass cutting for the parish. Garden Guardian (who already cuts the Churchyard / Courthouse for the parish council) can provide 12 cuts for this sum of money.
- 20.2.** Following a brief discussion, the council unanimously resolved to approve the proposal above and take on a delegated powers agreement for 2020/21 to carry out this work. It seems that parish will get a better service and look tidier throughout the year. In addition, the council agreed to request that the parish council source funds from NCC for cutting Footpath FP8. Clerk (SO) to action.c
- 21. TO APPROVE INVOICES FOR PAYMENT**
- 21.1.** Joseph Scholes proposed (seconded by Yvonne Burton) the council approve all payments totaling £7,479.44 (see Appendix A). The council unanimously approved this proposal. Clerk (SO) to issue cheques.
- 22. TO CONSIDER A STREET NAME FOR THE NEW DEVELOPMENT OFF BLOFIELD CORNER ROAD**
- 22.1.** Following a detailed discussion, Sarah Dhesi proposed (seconded by Yvonne Burton) the parish council put forward the next name from the WWI deceased list, 'William Brown' who served in the Norfolk Regiment in WWI and died on 23 April 1917 age 38. The council unanimously resolved to approve this proposal. Clerk (SO) to request with BDC.
- 23. TO RECEIVE A REPORT ON OPERATION LONDON BRIDGE AND AGREE ANY NECESSARY ACTIONS**
- 23.1.** The following proposals (23.2-23.6) were agreed by the council (Clerk (ME) to action):
- 23.2.** Clerk (ME) to obtain Broadland District Council protocol and also asks if they have any condolence books or official photographs that we could purchase/have. If they don't then we look at purchasing ourselves.
- 23.3.** Council have a book of condolence with an official photograph in a frame on a table with a vase of flowers and a weighted pen in the Church. If the Church will not agree to this then we could possibly ask the Doctors Surgery.
- 23.4.** Ask the Church if flowers could be laid by the memorial cross in the churchyard and if not there is the possibility of opening the Courthouse gardens for this part.
- 23.5.** When setting up the new website have a page in the background detailing what is planned so that this can be made live as soon as the event happens.
- 23.6.** The Council agree a budget of up to £750.00 for an event to mark the coronation that will take place 6 months later. It was suggested that we leave it up to either Heathlands or Margaret Harker Hall Committees to decide if they would like to organise a celebration and they could both apply for

some funding towards the event. The Council would then decide who, if not both the money should go too and that some councillors would take an active role on the committee organising the event and report back to the Council accordingly. If both Heathlands and Margaret Harker Hall do not want to organise an event then the Parish Council will host an event at the Courthouse.

24. TO RECEIVE AN ALLOTMENTS' WORKING PARTY MEETING UPDATE AND AGREE ANY NECESSARY ACTIONS

- 24.1. Sarah Dhesi reported that herself and the allotment association have met with Highways England regarding the revised A47 dualling plans, detail and timeline. Archaeological digs and relocating of the gas mains will commence shortly. The road works will commence in Spring 2022. Sarah summarized detailed notes from the meeting.
- 24.2. Highways England have confirmed further compensation can be claimed for the loss of use of plots as the start date of works has been delayed. In addition, compensation can be claimed for temporary repairs to the allotment entrance / car park. Clerk (ME) to submit claim to Highways England.
- 24.3. Sarah Dhesi reported that the allotments association are happy with the current pest controller. Clerk (ME) to contact and request a renewed quotation for 2020/21.

25. TO RECEIVE A GOOD NEIGHBOURHOOD SCHEME UPDATE

- 25.1. Pat Wilson reported back from the AGM of the scheme. During 2019 there was an average of 4 calls per week (mainly transport related). In addition, befriending, dog walking, shopping help and gardening requests were made. Since August 2019, more requests have come from Brundall.
- 25.2. In total there are 22 volunteers, 15 from Brundall, 6 from Blofield and 1 from Little Plumstead. Clerk (SO) to enquire if leafleting within Focal Point is possible.

26. TO CONSIDER A VISIT TO THE PARISH FROM THE NEW MP FOR BROADLAND JEROME MAYHEW

- 26.1. Following a brief discussion, the council agreed to arrange a meeting with a couple of councillors to take 2/3 focus topics to Mr Mayhew for detailed discussion. Clerk (ME) to action.

27. TO RECEIVE AN UPDATE FROM THE RECENT CLUSTER MEETING

- 27.1. Stuart Smith provided a brief update from the cluster meeting. The next meeting is scheduled for 21st April at Postwick Village Hall at 7:30pm, hosted by Brundall Parish Council.

28. TO CONSIDER ADDITIONAL COMMUNITY LAND AND AGREE ANY NECESSARY ACTIONS

- 28.1. Joseph Scholes proposed (seconded by Sarah Dhesi) the council contact landowners of any suitable additional community land as and when the opportunity arises. Clerks to action.

29. TO NOTE ANY CORRESPONDENCE RECEIVED

- 29.1. Courthouse front door frame repairs – the committee reported that they have spoken to the conservation officer at BDC and taken his advice and guidance. They are now looking for carpenters to quote for the approved work.
- 29.2. The Fuel Charity has appointed Sarah Russen as the new Clerk of the Blofield Fuel Fund.
- 29.3. The property called Epsilon, North Street, Blofield, Norwich, NR13 4RH has a new house name Robins Nest.
- 29.4. Norfolk Association of Local Councils are holding a meeting on Thursday 20th February at South Norfolk Council Chamber to plan a joint response to the 3 public consultations...The GNLP, NCC Local Transport Plan & the Rail Prospectus.
- 29.5. The Local Transport Plan Consultation and the Norfolk Rail Prospectus will run for seven weeks from 9am Monday 13 January to 5pm 28 February 2020.
- 29.6. A public consultation is taking place on an amended Flood Risk Supplementary Planning Document for the Broads, the **deadline for comment is 4pm 4 March 2020**. Go here for details and links to the documents out for consultation: <https://www.broads-authority.gov.uk/about-us/how-we-work/transparency/consultations>. Please send any comments to me via email: PlanningPolicy@broads-authority.gov.uk.
- 29.7. A further public consultation regarding the Norwich Western Link project, on the design developed with input from the successful contractor is scheduled at the end of 2020/early 2021, ahead of the planning application being submitted.

30. TO CONSIDER CO-OPTION OF NEW COUNCILLORS

30.1. Unfortunately, no new councillors have come forward.

31. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

31.1. County Allotments Forum for National Allotment Society Members – Sarah Dhesi

31.2. Designated funds applications - Sarah Dhesi

31.3. Blofield Fuel Charity - Pat Wilson

32. TO NOTE THE HIGHWAYS ENGLAND VISIT TO UPDATE THE WHOLE PARISH ON THE DUALLING OF THE A47

32.1. Monday 24th February 2020 at 7:00pm at the Courthouse.

33. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL MEETING

33.1. Monday 9th March 2020 at 7:30pm at the Courthouse.

34. TO NOTE THE DATE OF THE ANNUAL MEETING OF THE PARISH

34.1. Thursday 12th March 2020 at 7:30pm at the Heathlands.

35. TO NOTE THE DATE OF THE NEXT PARISH COUNCIL PLANNING MEETING

35.1. Monday 23rd March 2020 at 7:30pm at the Courthouse.

There being no further business the meeting closed at 10:15pm.