

# Blofield Parish Council

Minutes of the meeting of Blofield Parish Council on Monday 10<sup>th</sup> November 2025 at 7:30pm – 10:10pm at Blofield Courthouse.

PRESENT:

Stuart Smith (Chair), Sarah Dhesi (Vice Chair), Paul Newstead, Yvonne Burton, Joseph Scholes, Stella Shackle, Will Crane and Eleanor Bannister (Clerk) and Sarah Osbaldeston (Clerk).

**1. WELCOME AND INTRODUCTION TO THE MEETING BY THE CHAIR**

**2. TO CONSIDER APOLOGIES FOR ABSENCE**

Apologies were received from Paul Culley-Barber and accepted by the Council.

**3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Planning 2025/3377 Sarah Dhesi declared an interest.

Planning 2025/3015 Stuart Smith declared an interest.

**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**

Seven parishioners were present. County Councillor Andrew Proctor sent his apologies and shared his report with the Council.

Parishioners thanked the Parish Council for their part in overturning the decision to close Yarmouth Road/Cucumber Lane whilst other road works on the A47 are taking place. Thanks go to Tom Cox at NCC Highways and County Councillor Andrew Proctor for working to stop these road closures.

A parishioner raised concerns over the double parking at Blofield Motor Company. Clerk (EB) to raise with the local police.

A parishioner thanked the Parish Council for their work across the parish.

Parishioners raised concerns on planning application 2025/3214.

**5. TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 13<sup>th</sup> OCTOBER 2025**

Following minor amendments, the Council unanimously resolved to approve the minutes, and they were duly signed by the Chair.

**6. TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**

Sarah Dhesi reported that the second phase of bus shelter grants was released today. Sarah Dhesi will progress with the funding request for improvements to the two brick bus shelters.

Clerk (SO) to investigate the community fund for £1,000.

Clerk (SO) to sign the Eastern Procurement Framework contract allowing the Council to use their bank of contractors and receive support with the procurement of contractors.

**7. PLANNING**

**Application: 2025/3214**

Proposal: Erection of 1 self-build dwelling

Location: Land Adjacent Blofield Hall, The Street, Blofield

*The Council resolved to object to this planning application and restate its prior objections submitted under 2024/3030:*

*The application form states there is access to Blofield Heath via a Public Footpath. The public right of way is in reality an unmade right of way that crosses through a field. This therefore raises the question if this is sustainable as vehicle travel would be needed on a daily basis. (As such, it is*

*contrary to Blofield Neighbourhood Plan (NP) TRA3 as it is lacking appropriate footpath provision that can accommodate different users needs.)*

*Following the points above, there is no public transport serving this location of Blofield Heath; vehicle travel would be needed.*

*Existing Access roads are of a single-track nature and very narrow in places.*

*The location is outside the defined settlement limit and therefore would be contrary to Broadland Development Management DPD - Policy GC2.*

*The site has not been identified as a site in the GNLP, where a site allocation has been made for Blofield Heath. It is also contrary to Blofield Parish NP ENV6 - Distinct Villages;*

*As no detail has been provided makes it impossible to assess for policy compliance for Blofield NP HOU4 – Rural image, heights and massing. (The previous application suggested the Footprint of proposed plan as indicated in arboricultural assessment is very significant compared to neighbouring properties and would potentially be non-compliant.)*

*Contrary to Blofield NP ENV4 – Habitat and agricultural land (as it is on Grade 2 agricultural land). The application also makes no mention of the TPO woodland.*

*Pre application advice has stated the Planning department sees no reason to deviate from Policies GC1 and GC2.*

*The Parish Council has been contacted by a number of concerned local residents and the PC understands that it would impact services to Blofield Hall, such as shared drainage and gas supplies to name but a few.*

#### **Application: 2025/3015**

Proposal: Proposed flat roof rear extension and reconfiguration of existing garage and roof for living space. Further revisions.

Location: Copperfields, Lingwood Road, Blofield, NR13 4LL

*At the meeting, the Council agreed that it had no comment but requests that it is kept informed should plans change.*

#### **Application 2025/3378**

Proposal: Garage Conversion of Detached Residential House Nicholson House

Location: 40 Yarmouth Road, Blofield, NR13 4LG

*The Council agreed to raise a concern in relation to whether there would be sufficient parking for a house of its size - given the loss of the garage. Could this please be considered, bearing in mind Blofield's Neighbourhood Plan.*

#### **Application 2025/2899**

Location: Blafelda, 24 Yarmouth Road, Blofield, NR13 4JS

*This application has been withdrawn and the Council are awaiting a new application.*

#### **Application 2025/3366**

Proposal: Construction of new canopies above two existing Padel Courts Application

Location: Norfolk Premier Golf, Yarmouth Road, Blofield, NR13 4JS,

*The Council reviewed this application, however there was a significant lack of detail. Clerk to request more planning detail and an extension to the Council's December meeting.*

#### **Application 2025/3377**

Location: The Old Hall, 11 Church Road, Blofield, NR13 4NA

Proposal: Variation of condition 2 to amend design of permission 2024/2471 (which consented to two-storey extension, single storey rear extension, front replacement porch extension and cast stone balcony to south and west elevation, including alterations) Date of Decision 16/10/2024

Application Type: Removal/Variation of Condition (S73 / S19)

*At the meeting, the Council agreed that it had no comment but requests that it is kept informed should plans change.*

**8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA AND NOTE ANY PLANNING UPDATES (INCLUDING 2020/0077)**

No updates on application 2020/0077, the next planning committee is on 3<sup>rd</sup> December 2025.

**PROJECTS**

**9. TO RECEIVE AN UPDATE FROM OUR SOLICITORS / NCC CHILDREN'S SERVICES REGARDING THE BLOFIELD PARK LAND TRANSFER TO THE PARISH COUNCIL AND THE UKPN SUBSTATION LEASE AND AGREE ANY NECESSARY ACTIONS**

Eleanor Bannister updated the Council. The UKPN solicitors recognise the Council needs and things are hopefully now progressing. NCC Children's Services are supportive in progressing the leases as quickly as possible.

**10. TO RECEIVE AN UPDATE FROM THE GNGB FUNDING**

The Council funding request is moving forward.

**11. TO RECEIVE A COMMUNITY HUB WORKING PARTY UPDATE, INCLUDING APPOINTMENT OF CONSULTANTS AND NEXT ACTIONS**

Investigations continue on the best kitchen / café layouts with visiting taking place to Cringleford, discussions with BDC Environmental Health officer and other village halls.

The clerks/Sarah Dhesi have met the cost consultants and agreed to appoint REAL Consulting under delegated powers. The Council unanimously resolved to ratify this decision.

The Hub Working Group discussed the revised RIBA stage 2 plans and fed back to the architects on various points that are detailed in the working group notes.

There is a project team meeting taking place on the 24<sup>th</sup> November with the appointed consultants and Council Advisor Gary Waterton to attend. Eleanor Bannister to attend with possibly Stuart Smith/Sarah Dhesi. Gary Waterton has obtained quotations for the grounds survey. The clerks have approved this under delegated powers and the Council resolved to ratify this decision. NCC Children's Services have approved access for the grounds survey to take place.

Clerk (EB) to discuss a fire access gate with NCC Children's Services.

The old tyres on site have been removed; no grass or hedge cutting has taken place.

**12. TO RECEIVE AN UPDATE ON THE ARCHITECT PLANS, CRINGLEFORD PC VILLAGE HALL VISIT AND AGREE ANY NECESSARY ACTIONS**

The Hub Working Group discussed the revised RIBA stage 2 plans and fed back to the architects on various points that are detailed in the working group notes. The Council agreed for the chair/vice-chair/Clerk (EB) to meet Tuesday/Wednesday and finalise adjustments to these plans and feedback these final revisions to the architects this week. Any additional councillor comments pass to Eleanor Bannister by tomorrow morning.

Cllrs. Sarah Dhesi, Yvonne Burton and Stuart Smith visited the Jubilee Centre and Willow Centre owned by Cringleford PC, to see their facilities. This was informative and notes have been circulated about any key points that could be of value to Blofield Parish Council.

**13. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**

The Council reviewed the payments for November. Sarah Dhesi proposed (seconded by Stuart Smith) the Council pay invoices #99 - #110, totalling £12,759.26. Clerk (SO) to make payments.

**14. TO REVIEW THE COMMUNITY HUB BUDGET AND AGREE ANY NECESSARY ACTIONS**

To be discussed in December.

**15. TO DISCUSS A FUNDING REQUEST FROM MARGARET HARKER HALL (MHH) AND AGREE NEXT ACTIONS**

The Council has received a grant funding request from MHH for support with urgent asbestos removal works. The Finance Working Group have reviewed the request and the group recommend approval of the funding request of £5,000 from CIL funds. Joseph Scholes approved (seconded by

Stella Shackle) the proposal and the Council unanimously resolved to support the grant request. Clerk (SO) to action. Works will commence in January 2026.

**16. TO NOTE RECEIPT OF CIL INCOME IN OCTOBER 2025**

The Council has received CIL income of £5330.54 in October 2025.

**17. TO REVIEW FURTHER VAT CONSULTANT GUIDANCE FROM THE VAT CONSULTANT ON THE BLOFIELD PARK COMMUNITY HUB PROJECT AND AGREE NEXT ACTIONS**

Clerk (SO) is working with the VAT consultant to understand the process. The Council unanimously resolved for the clerk to follow the consultant guidance and opt in to pay VAT at the recommended time. Clerk (SO) to action.

**18. TO REVIEW THE NORFOLK COMMUNITY FUND GRANT OF £1,000 AND AGREE NEXT ACTIONS**

Clerk (SO) to see if this fund is still available.

**19. TO CONSIDER ANY PARISH PARTNERSHIP SCHEME FUNDING BIDS FOR 2026/27**

Sarah Dhesi has prepared two funding bids for the Parish Partnership Scheme. One to improve the FP4 parallel to the A47 to assist school children to school. The second, to improve a further footpath in Marty's Marsh to a trod style surface. In addition, Sarah Dhesi will apply for the Future for Nature Fund from BDC and the Council has some Green Infrastructure funds to put towards to projects. The Council unanimously resolved to approve all these applications for funding.

**20. TO DISCUSS THE PARISH COUNCIL TAKING ON THE RESPONSIBILITY FOR THE PERMISSIVE PATH FROM FP4 TO BLOFIELD SCHOOL**

The Council unanimously resolved to take on the responsibility for the short permissive path from FP4 to Blofield School.

**21. TO RECEIVE AN UPDATE ON THE YARMOUTH ROAD / CUCUMBER LANE CLOSURE AND AGREE NEXT ACTIONS**

Following intervention from the Parish Council, NCC Highways Engineer and County Councillor, planned road closures have been cancelled until further notice. These will be picked up when the A47 works have completed.

**22. TO RECEIVE AN UPDATE ON THE COURTHOUSE MANAGEMENT COMMITTEE STATUS AND AGREE NEXT ACTIONS**

The Council has received guidance from a Parish Council solicitor. The Courthouse are an unincorporated body not a charity. The Council must ensure there is a robust constitution in place clearly outlining both parties responsibilities. The Council agreed to carry out a review of the existing constitution as soon as possible. Clerk (EB) to action.

**23. TO RECEIVE AN UPDATE ON THE ROYAL VOLUNTARY SERVICES**

The Royal Voluntary Services have confirmed they are not currently able to support a community café but contact them in early 2027 and they will see if they are able to support a luncheon club.

**24. TO RECEIVE AN UPDATE ON THE CHURCHYARD INSPECTION AND AGREE ANY NECESSARY ACTIONS**

Joseph Scholes, Eleanor Bannister and Tree Warden David Pilch met for the Churchyard inspection recently. Key actions are to obtain a quotation for the removal of the Ash tree (it has Ash Dieback) and arrange for community payback to assist with cleaning, clearing and oiling of the gates. In addition, clarity around who cut the bramble near the path and clerk (EB) to request shorter cutting around the cremation plots.

**25. TO CONSIDER FURTHER CHURCHYARD WALL REPAIRS, AGREE COSTS AND NEXT ACTIONS**

The Council unanimously resolved to approve one week of work on churchyard wall repairs in May 2026 at a cost of approximately £6,000, funded from the Churchyard Reserves. A meeting will take place in advance to agree the urgent work required and ensure it is clear what will be completed over the week.

**26. TO RECEIVE AN UPDATE ON FP4 AND AGREE NEXT ACTIONS**

The Council hope to obtain Parish Partnership funding for the works on FP4, see item 20.

**27. TO RECEIVE AN UPDATE ON MARTY'S MARSH, COMMUNITY PAYBACK SUPPORT & THE BDC FUTURE FOR NATURE FUND AND AGREE NEXT ACTIONS**

The Marty's Marsh monthly working party met last Saturday. Following guidance, the weir has been temporarily removed to enable drainage to be investigated further again.

Community Payback will be laying chippings and also oiling the churchyard gates and the kissing gates on Yarmouth Road where FP10 crosses.

An application to the BDC Future for Nature Fund will be made to try and improve the footpaths in Marty's Marsh.

*District Councillor Paul Newstead left at 9:30pm.*

**28. TO APPROVE A BRUNDALL ROAD PARISH PARTNERSHIP SCHEME BY BRUNDALL PARISH COUNCIL**

The Council reviewed this proposal by Brundall Parish Council to improve the crossing area by the entrance to Cremer's Meadow. This land is part of the Parish of Blofield. Blofield Parish Council unanimously resolved to support the improvements suggested by Brundall and funded through a Brundall Parish Partnership bid.

**29. TO CONSIDER VOLUNTEER WORK AT TOWN PIT**

Yvonne Burton reported that she had identified a group who may be able to assist with maintenance of the Town Pit. Yvonne Burton will make contact and meet with the group to see if any assistance can be given and obtain a quotation.

**30. TO RECEIVE AN UPDATE FROM THE GALLIFORD TRY MEETING**

Stuart Smith provided a summary of the Galliford Try public meeting.

**31. TO RECEIVE AN ALLOTMENT SITE UPDATE INCLUDING GALLIFORD TRY WORKS**

Sarah Dhesi reported on changes Galliford Try are carrying out. Rabbit proof fencing and planting along the highway boundaries with more mature trees.

Clerk (EB) to write to two plot holders where further tidying is required.

**32. TO CONSIDER ANY FEEDBACK ON THE NEW PEDESTRIAN CROSSING AT BLOFIELD SCHOOL**

The Council agreed to meet with NCC Highways Engineer to discuss the parking around the new pedestrian crossing and safety of children using the crossing. Clerk (EB) to action.

**33. TO RECEIVE AN UPDATE FROM THE HEATHLANDS MANAGEMENT COMMITTEE MEETING**

Yvonne Burton provided an update from the Heathlands Management Committee.

*At 10pm the Council resolved to suspend standing orders.*

**34. TO RECEIVE AN UPDATE FROM THE MARGARET HARKER HALL MANAGEMENT COMMITTEE MEETING**

Sarah Dhesi provided an update from the Management Committee.

**35. TO AGREE THE PARISH COUNCIL ATTENDANCE AT A MEETING IN THE PARISH WITH A PARISHIONER AND THE POLICE AND CRIME COMMISSIONER**

Yvonne Burton agreed to attend this meeting with the parishioner and report back to the Parish Council.

**36. TO AGREE MEETING DATES FOR 2026/27**

Draft meeting dates were briefly discussed and agreed by the Council. Clerk (SO) to confirm room bookings and then confirm meeting dates as soon as possible.

**37. TO RECEIVE THE CLERK'S REPORT AND CORRESPONDENCE**

- The Council have received open space signage to use at Farman Field and Blofield Park.
- Congratulations to the Bure Valley Conservation Group on winning the 2025 Group Award at the Norfolk Biodiversity Awards.
- A parishioner has raised concerns over the number 15 bus no longer stopping on Woodbastwick Road in Blofield Heath.
- A Design Code consultation is open from the 27<sup>th</sup> October to 8<sup>th</sup> December. This is to improve the consistency and quality of new residential design.
- A public consultation on the Joint draft Supplementary Planning Documents is taking place from now until the 19<sup>th</sup> December 2025.
- The North Street design works by NPS / NCC have been queried by the Parish Council and they have provided a detailed explanation in relation to the rationale behind the design works.

**38. ITEMS FOR THE NEXT AGENDA**

Updates from the November meeting.

**39. TO CONFIRM THE DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

Monday 8<sup>th</sup> December 2025 at 7:30pm at Blofield Courthouse.

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

The Council unanimously resolved to approve this proposal and all members of the public left the meeting.

**41. TO DISCUSS COMMERCIALLY SENSITIVE MATTERS RELATING TO THE COMMUNITY HUB AND APPOINTMENT OF CONTRACTORS**

There were no commercially sensitive matters to discuss.

**42. TO DISCUSS CLERK WORKING HOURS**

Stuart Smith proposed this is discussed at the December meeting.

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

Signed.....

Dated.....