

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 11th September 2023 at from 7.30pm – 10.15pm in Blofield Courthouse.

PRESENT

Stuart Smith, Sarah Dhesi, William Crane, Yvonne Burton, Stella Shackle and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Chair, Stuart Smith.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Mary Moxon listened to the meeting online but did not take any part in voting.
 - 2.2. Paul Culley-Barber sent his apologies, which were duly accepted by the council.
 - 2.3. Joseph Scholes did not attend the meeting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**

Items 7.2 and 27 - Yvonne Burton declared pecuniary interests.
Item 7.1 – Sarah Dhesi 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**
 - 4.1. No parishioners were present at the meeting.
 - 4.2. County Councillor Andrew Proctor sent his apologies and sent a report for the council.
 - 4.3. District Councillor Paul Newstead was present.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 31st JULY 2023**
 - 5.1. The council unanimously resolved to approve the minutes of the meeting held on 31st July 2023 and the minutes were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. No matters arising.
7. **PLANNING**
 - 7.1. Application: 2023/2506
Proposal: Replacement dwelling with detached garage
Location: Fourwinds, Lower Globe Lane, Blofield, NR13 4RJ
The Parish Council has no comment on the application itself, however the council agreed to raise concerns over the felling of trees and digging and clearing work on the site.
 - 7.2. Application: 2023/2552
Proposal: Two storey side extension, internal alterations and erection of a new carport
Location: 34 Pound Lane, Blofield, Norfolk, NR13 4NB
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
 - 7.3. Application: 2023/2396
Proposal: Arqiva smart metering systems and equipment
Location: Bay Bridge site, Brundall
The Parish Council has no comment on the application, however, should any aspect of the application change the council would like to be informed.
 - 7.4. Application: 2023/2437
Proposal: Two storey side extension, single story workshop and replacement garage with workshop space over. Internal and external modifications to the existing dwelling
Location: Dove Cottage Lower Globe Lane, Blofield, NR13 4RJ

The Parish Council has no comment on the application itself. However, as the Parish Council does not know the reason for the increased workshop space, could BDC please confirm if this application requires 'change of use', given the significant increase in size.

- 7.5. Application: 2023/2585
Proposal: Non-Material amendment of 20150262 – Variation of design for plots 10-13
Location: Former Piggeries Manor Farm Yarmouth Road, Blofield, NR13 4JS
This amendment has already received approval.
- 8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS/PLANNING MATTERS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA**
- 8.1. Application: 2023/2622
Proposal: Erection of an agricultural tied two-bedroom bungalow
Location: land south of Hall Road, Blofield
The Parish Council has no comment on the application itself. However, the Parish Council requests that it remains designated as 'a tied agricultural dwelling'.
- 8.2. Application: 20221870
Proposal: 4-bedroom dwelling in the car park/garden
Location: The Kings Head 39 Yarmouth Road Blofield Norwich Norfolk NTR13 4LE
Parishioners have raised concerns about this application. The council agreed to reiterate its comments submitted last year.
- 9. TO RECEIVE AN UPDATE ON THE HALL ROAD/WOODBASTWICK ROAD FOOTPATH EXTENSION**
- 9.1. No update has been received. Eleanor Bannister continues to chase with Broadland District Council.
- 10. TO NOTE PLANNING APPLICATION 20230173 AT THE PLANNING COMMITTEE ON WEDNESDAY 13TH SEPTEMBER AND AGREE COUNCIL COMMENTS/ATTENDANCE**
- 10.1. It was agreed that a prepared statement written by the planning working party would be read out by District Councillor Paul Newstead on behalf of the parish council.
- 11. TO RECEIVE AN UPDATE ON THE DAWSONS WAY PLANNING APPEAL AND AGREE NEXT ACTIONS**
- 11.1. The appeal has been dismissed by the planning inspectorate. Condition 3 was not discharged to sign-off the offsite drainage system on 24 July 23. Broadland District Council (BDC) informed Blofield Parish Council that to move forward the applicant would have to resubmit an application to discharge the condition. No new application has been submitted. Mary Moxon read out a proposed draft letter from the parish council to BDC raising concerns and questions regarding how the matter will be resolved. Sarah Dhesi proposed (seconded by Stuart Smith) the council send the letter to BDC planners and BDC enforcement and to the district councillors. The council unanimously resolved to approve the letter. [Clerk \(EB\) to action.](#)
- 12. TO RECEIVE AN UPDATE ON THE BENNETTS SITE DRAINAGE SYSTEM**
- 12.1. Cllr Mary Moxon provided a detailed update on the drainage system around the Bennetts development on Blofield Corner Road. An onsite meeting took place with Broadland District Council, Blofield Parish Council representatives and local residents. A letter to a local resident was sent by BDC regarding their responsibilities for the 'Ordinary Watercourse maintenance' and the 'responsibility of Riparian Owners'. It was established and clarified in the meeting that Riparian maintenance/ responsibility does not exist because this is a ditch system and not a watercourse. It is just a series of agricultural ditches which have been used by NCC Highways and developers to move water away to a blind end point. As a result of the meeting and clarity on the matter it was agreed no action is required by the local resident. The parish council unanimously agreed to write to BDC to request an apology for the local resident that received the concerning letter. [Clerk \(EB\) to action.](#)
- 13. TO RECEIVE AN UPDATE ON THE WYNGATES AREA 1 & 2 LAND TRANSFER**
- 13.1. The land transfer of Wyngates Area 1&2 from Broadland District Council to Blofield Parish Council has taken place. We are just awaiting the land registry information. In addition, the section 106

maintenance money has been received totalling £24,589.50 for the ongoing maintenance of these areas for approximately the next 10 years. Following this, maintenance will be funded through the parish council precept.

14. TO RECEIVE AN UPDATE ON THE HEADS OF TERMS DOCUMENT AND CONTRACT FOR THE OLD SCHOOL SITE, RECEIVE AN UPDATE ON LEGAL MATTERS, MOBILE CLASSROOM AND APPROVE ANY NECESSARY ACTIONS

- 14.1. Sarah Dhesi reported that she reviewed the mobile classroom on the old school site with Will Crane and it was not in good condition and suitable to keep. The council members were contacted via email and confirmed they were happy with this before the contracts were signed.
- 14.2. On the 18th August 2023 a Conditional Contract for the transfer of land and year 6 classroom at Blofield old school site was signed on behalf of the parish council.
- 14.3. On the 18th August 2023 the 'Licence to Occupy' document was signed on behalf of the parish council allowing Blofield Parish Council access to an area of the playing field for the period of 22nd July 2024 – 31st August 2024 for installation of a children's playground.
- 14.4. The Overage and Transfer documents are in draft format and will be actioned when the transfer of the land to Blofield Parish Council takes place (2024/2025).
- 14.5. The council have received the invoice for the legal costs of £9,654.00 +VAT. These costs are far greater than originally anticipated, however the work undertaken on the legal documents detailed above has been very thorough, extensive and necessary in order to ensure the playground installation is possible in summer 2024 and to make sure all the relevant detail is covered in the conditional contract protecting the Parish Council asset. Sarah Dhesi proposed (seconded by Stuart Smith) the council pay this invoice from the community project reserve. The council unanimously resolved to approve this proposal.

15. TO RECEIVE AN UPDATE ON THE DESIGNATED FUNDS NATIONAL HIGHWAYS FUNDING BID

- 15.1. The Designated Funds bid to National Highways has been considered further by their committee, they have advised they will consider up to £370,000 (excluding VAT), whilst maintaining accessible play items across all three sites.
- 15.2. Sarah Dhesi proposed (seconded by Stuart Smith) the council give delegated powers to the Clerk (SO) and Deputy Clerk (EB) to approve the split of equipment and funding to be requested from National Highways across the 3 sites, across 2023/24 and 2024/25. The council unanimously resolved to approve this proposal.
- 15.3. A meeting is scheduled for the working party to meet with the preferred playground supplier on Friday to discuss the final draft layouts and best play value across the sites.
- 15.4. As a reminder, in addition, the parish council has already agreed to use a section 106 agreement of approximately £50,000 towards these playground projects. So if successful with the grant £420,000 will be spent across the 3 sites.
- 15.5. The council discussed obtaining alternative quotations for playground fencing to ensure best value for money.

16. TO CONSIDER A GRANT FUNDING REQUEST TO PRIDE OF PLACE AND SMALL NATIONAL HIGHWAYS FUND FOR FURTHER PLAY EQUIPMENT/FENCING

- 16.1. The council agreed to apply for any grant funding possible.

17. TO RECEIVE AN UPDATE ON THE FEASIBILITY STUDY GRANT APPLICATION, AGREE SCOPE AND NEXT ACTIONS

- 17.1. The parish council has been successful in being awarded funding from the Pride of Place grant for a feasibility study for a community hub facility on the old school site. Broadland District Council have appointed the consultant for the work. The clerks and chair and vice-chair have met with the consultant to discuss the detail. The study will take place between now and November and will involve the consultant meeting with key groups in the village, carrying out an online survey and holding a public consultation afternoon at Blofield Courthouse.
- 17.2. Stuart Smith proposed (seconded by Sarah Dhesi) a small working group is put together to work with the consultant as required and respond to any queries. This will involve, Sarah Dhesi, Stuart Smith, Will Crane and Eleanor Bannister.

18. TO RECEIVE AN UPDATE ON THE PLANNING CONSULTANT APPOINTMENT AND COMMUNITY HUB PROJECT AND AGREE NEXT ACTIONS / SURVEYS ETC

18.1. Following on from the last meeting, Louise Cornell at Collective Community Planning has been appointed to act as the planning consultant for the parish council at a total cost of £2,850+VAT. The parish council unanimously approved the initial invoice (expected soon) for £1,000. In addition to this, there will be the costs of extra surveys. The council agreed to obtain the current topographical survey of the school site and the trees survey (to be carried out shortly by the school). The council agreed to request a biweekly update from the planning consultant on progress. [Clerk \(EB\) to action.](#)

19. TO CONSIDER THE APPOINTMENT OF AN ARCHITECT FOR THE COMMUNITY PROJECT

19.1. The council discussed the requirements for the initial planning application to ensure that the site can be used and is ready for the play equipment installation in July 2024. Planning is required for change of use, a new access, a car park, play equipment and only an outline for a community hub structure (at this stage). In order to ensure deadlines are met the planning application will need to be submitted by the end of December 2023.

19.2. Sarah Dhesi proposed (seconded by Will Crane) the council obtains 3 revised architect quotations, insurance liability and references for this work detailed above. Sarah Dhesi proposed the council give delegated powers to the Clerk/Deputy Clerk to allow them to appoint the chosen architect (up to a value of £5,000) following discussions with the community hub working party. The council unanimously resolved to approve this proposal.

20. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, ONGOING FOOTPATH WORKS AND AGREE NEXT ACTIONS

20.1. The footpath in Marty's Marsh between the entrance and the site of the bridge has been completed. We are awaiting information regarding the requirement for an Environmental Impact Assessment from the planning department.

21. TO RECEIVE AN UPDATE ON THE CULVERT EEL AMENDMENTS

21.1. The contractor is still working on a solution to the eel passageway on the culvert.

22. TO REVIEW CHURCHYARD WALL QUOTATIONS AND ESSENTIAL GUIDANCE FOR THE CHURCHYARD WALL AREA AND AGREE NEXT ACTIONS

22.1. The council are still awaiting quotations for this work. Eleanor Bannister is regularly chasing the contractor.

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

23.1. Stuart Smith proposed (seconded by Sarah Dhesi) the council approve all payments presented of vouchers #77 - #89 totalling £17,126.92 (Appendix A). The council unanimously resolved to approve this proposal. [Clerk \(SO\) to arrange payments.](#)

23.2. The council agreed to obtain quotations for the pest control contract for the allotments site for 2024.

24. TO AGREE PARISH PARTNERSHIP FUNDING BIDS FOR 2024/25

24.1. Sarah Dhesi proposed two funding bids for 50% of the cost from the parish partnership 2024/25 scheme.

24.2. Firstly, improvements to public right of way FP12 to widen it and improve the surface, improving the connection between Blofield Church and Marty's Marsh. This is at a total cost of £10,000.

24.3. Secondly, installation of a dropped kerb for access to the 'old school site' at a total cost of £5,000.

24.4. The council unanimously resolved to approve these proposals. Clerk (EB) to submit to NCC Highways.

25. TO RECEIVE AN UPDATE FROM MARTY'S MARSH AND AGREE ANY NECESSARY ACTIONS

25.1. Unpleasant antisocial behaviour has taken place in Marty's Marsh. The rubbish has been cleared and the incident reported to the local police. They are now visiting the Marsh and posters have been put up on the gate too. Yvonne Burton agreed to attend the Acle Police priorities meeting later in the week.

- 25.2. Yvonne Burton reported an issue with a damaged pipe that is evacuating some sort of waste into the Marty's Marsh watercourse. [The Clerk \(EB\) to report this to the Environmental Agency as soon as possible.](#)
- 25.3. A working party took place and they have cleared the sides of the path down to the conservation area. The Bure Valley Conservation Group will be attending for a working party on the 20th September 2023.
- 25.4. The council have received a request from the rescue service that the 'what 3 words' reference is added to the Marty's Marsh Signage and website and a sign added to the gate to identify the area clearly.

26. TO CONSIDER ONGOING MAINTENANCE FOR WYNGATES AREA 3

- 26.1. The council agreed to obtain a quotation for the ongoing maintenance of Wyngates Area 3. Will Crane and Sarah Dhesi to meet with Garden Guardian.

27. TO RECEIVE AN UPDATE FROM GALLIFORD TRY, REVIEW CADENT HEADS OF TERMS AND CONFIRMATION OF THE DRAFT A47 DUALLING RED LINE BOUNDARY ON THE ALLOTMENTS AND AGREE NEXT ACTIONS

- 27.1. Eleanor Bannister reported that the deeds of surrender are being held by our solicitor. However, the council has not yet seen the redline boundary. [Clerk \(EB\) to continue chasing.](#)

28. TO NOTE DAMAGE TO THE BLOFIELD HEATH VILLAGE SIGN AND AGREE NECESSARY ACTIONS

- 28.1. After a brief discussion the council agreed to spend up to £300 and delegated the decision on a sensible solution to the clerks with advice from our handy man. [Clerk \(EB\) to arrange the repair.](#)

29. TO CONSIDER TREE SURVEYS AT BLOFIELD CHURCH, MARTY'S MARSH, OLD SCHOOL SITE

- 29.1. [Clerk \(SO\) to investigate when these are next due.](#)

30. TO RECEIVE A PROW FOOTPATH REPORT AND AGREE ANY NECESSARY ACTIONS

- 30.1. Yvonne provided a detailed update on all the public rights of way, following the footpath walks carried out in the summer. Points to note are:
- 30.2. FP 5 & 7 are open. The children's playground adjacent to the A47 is now open at last, and the access via a stile from FP7 to cross the A47 is open, but overgrown. The stile is some distance from the playground, estimated to be at least 75m. Crossing the A47 is not recommended, due to the speed of traffic there and we have previously raised the issue of children getting access to the dual carriageway.
- 30.3. FP4 parallel to A47 is impassable, due to overgrown nettles and brambles and has been reported to NCC Highways. 'The Loke' end of FP4 is clear.
- 30.4. The dead branch over FP10 has been reported to NCC Highways.

31. TO REVIEW THE DRAFT NEWSLETTER

- 31.1. The council reviewed the draft newsletter and agreed to wait for the outcome of the play equipment funding before going to print.

32. TO RECEIVE AN UPDATE FROM THE HEATHLANDS MANAGEMENT COMMITTEE

- 32.1. Yvonne provided an update from the August committee meeting and reported that the new slide is now in place and is proving popular.

33. TO CONSIDER ANY COMMENTS ON THE PUBLIC SPACE PROTECTION ORDER CONSULTATION

- 33.1. The council reviewed the document and have no comments to make.

34. TO RECEIVE AN UPDATE FROM THE TOWN AND PARISH FORUM

- 34.1. No update as the next meeting is this week.

35. TO AGREE ATTENDANCE AT THE LOCAL AUTHORITY CLUSTER MEETING, HOSTING ON THE 12TH SEPTEMBER

This meeting has been cancelled and will be rescheduled shortly. [Clerk \(EB\) to action.](#)

36. TO DISCUSS FURTHER THE COURTHOUSE CYCLE RACK LOCATION

- 36.1. The Courthouse Management committee have proposed an alternative location for the two cycle racks on the grass by the wooden fence adjacent to the cell block. Stuart Smith proposed the council approve this location. The council unanimously resolved to approve this proposal.

The council unanimously resolved to extend the meeting beyond 10pm in order to complete the agenda and suspended standing order item 3w.

37. TO RECEIVE THE CLERK’S REPORT & CORRESPONDENCE

- 37.1. A parishioner has raised concerns over further speeding on Bullacebush Lane, specifically as a result of the A47 dualling road works. Yvonne Burton to mention this at the Community police meeting.
- 37.2. Hopkins Homes has informed the council that there was no requirement for installation of dog bins as part of their planning permission. There is one litter bin included in the play area scheme and this is now in situ.
- 37.3. George Taylor has finished sanding/painting the benches through the parish. The bench on the Street by the post office is still in good condition so will not be treated this year as it is regularly in use.
- 37.4. The next policy priority setting meeting will take place on 21st September at 7pm. Yvonne Burton will attend on behalf of the parish council.
- 37.5. Planning application 20171692 of 1 August 2023 located at Land East of Plantation Road Blofield NR13 4PL for a Residential Development of 14 Dwellings (Outline) has been withdrawn.
- 37.6. A Statutory consultation on Lingwood and North Burlingham Neighbourhood plan is open until 11 October 23.
- 37.7. The dangerous tree on the boundary of Marty’s Marsh / Brundall Road/Langham Green is the responsibility of NCC Highways and they have now cut the tree down.
- 37.8. South Norfolk and Broadland Councils are developing a mindful towns project, creating a network of Wellbeing Champions in the community, whilst providing free mental health training. Training is available please contact the council at communities@southnorfolkandbroadland.gov.uk or call 01603 430611.
- 37.9. Preparatory work for the A47 improvement scheme is expected to start on Tuesday 5 September, with the clearance of trees and construction of our temporary car park and access tracks to the haulage ways. From this date, access to the allotments will be on foot only until completion of the temporary car park (which will be adjacent to Norwich Camping, and should take no more than two weeks to build).
- 37.10. The footpath board outside the doctors surgery has been damaged.

38. ITEMS FOR NEXT AGENDA

- 38.1. All ongoing projects.

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

- 40. Monday 9th October 2023 at 7:30pm at Blofield Courthouse

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

Signed.....

Dated.....