

Blofield Parish Council

Minutes of the Meeting of Blofield Parish Council on Monday 16th January 2023 at from 7.30pm – 10:00pm in Blofield Courthouse.

PRESENT

Sarah Dhesi, Paul Culley-Barber, William Crane, Yvonne Burton, Stella Shackle, Joseph Scholes and Sarah Osbaldeston (Clerk) and Eleanor Bannister (Deputy Clerk).

1. Welcome and Introduction to the meeting by Vice-Chair, Sarah Dhesi.
2. **TO CONSIDER APOLOGIES FOR ABSENCE**
 - 2.1. Stuart Smith and Pat Wilson sent her apologies which were duly accepted by the council.
 - 2.2. Mary Moxon listened to the meeting online but did not take any part in voting.
3. **TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION ON ITEMS ON THE AGENDA**
 - 3.1. Items 7.3, 14, 15, 21, 22, 26 – Paul Culley-Barber declared pecuniary interests.
 - 3.2. Item 21, 22 – Yvonne Burton declared pecuniary interests.
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. 2 parishioners were present. No District or County Councillors were able to attend.
5. **TO APPROVE THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5 DECEMBER 2022**
 - 5.1. The council unanimously resolved to approve the minutes of the meeting held on the 5 December 2022 and were duly signed by the chair.
6. **TO REPORT ON MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
 - 6.1. Norfolk County Council have advised the parish council that they have received confirmation from the Department for Education that the Section 77 application in respect of the playing field proposals has been approved. This means the proposed land swop of new school/ old school land has been approved.
 - 6.2. To report on matters arising from the Minutes not on the Agenda: *for information only*
 - 6.3. ITEM 6.2 – Stuart Smith will arrange to take down the noticeboard and pass it to the handyman to get refurbished.
 - 6.4. The Parish Council have been contacted by the new Focal Point editor and a meeting has been arranged for Tuesday 31st January 2023 to meet him.
 - 6.5. Sarah Dhesi advised that the parish council designated funds application has now been passed to another department.
7. **PLANNING**
 - 7.1. Application: 20222050
Description: Variation of Condition 1 of 20140835 - Erection of Storage Building, Enlarged Service Area, Retention of Overspill Car Park, Retention and Enlargement of Plant Sales Area, Retention of Existing Storage Containers & Associated Landscaping (Part Retrospective)
Location: 58 Yarmouth Road, Blofield, Norwich, NR13 4LQ
Application Type: Removal/Variation of a condition (S73)
Blofield Parish Council would like confirmation that the storage building will have a green corrugated steel roof and that the building itself will be green (as indicated) so that it blends in with the surrounding vegetation. BPC also endorses the request that an EVC (one or more) is made available by the new storage facility to encourage electric vehicle usage.

- 7.2. Application: 20222043
 Description: Prior Notification - larger household extension. Proposed single storey rear extension, extending 5m from the rear wall of the original dwelling house, with a maximum height of 2.85m and eaves height of 2.65m.
 Location: 16 West View Road, Blofield, NR13 4JR
The Parish council agreed to make no comments on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.
- 7.3. **TO CONSIDER COMMENTS ON THE NCC PLANNING APPLICATION FOR THE NEW SCHOOL (FUL/2022/0055)**
- 7.3.1. As the Blofield Neighbourhood Plan has a policy around supporting the need for a new school or expansion, the Parish Council is supportive but is seeking assurances / confirmation that the points below will be addressed. (Points below not in order of importance.)
- 7.3.2. **The use of green fencing and soft site boundaries will be employed to minimise the visual impact of the school building on surrounding properties.** (Different colours are referred to in different documents; P107733-HBS-00-XX-DR-L-810-P02.pdf specifies black.) Please clarify and confirm green fencing and soft site boundaries.
- 7.3.3. **Drainage run-off does not introduce flooding issues for the surrounding properties or the communal land.** And specifically, clarification in relation to the following:
- a. All surface water going to Farman Way; the discussions with Anglia Water are still ongoing so surface water drainage has not yet been agreed, and the Parish Council is aware that local properties have had flooding issues. How will flooding be avoided?
 - b. The application form says it is SUD's and soakaway; this is incorrect. The site is not suitable for soakaways according to the drainage report.
 - c. If there is run-off from the school site into Wyngate area 3 – can you confirm that the Parish Council will not be held responsible if the subsequent increase in water (draining from the school site into the Wyngates area 3), leads to flooding issues on Farman Way and Manor Ridge?
 - d. A trench and bund is to be dug out to allow access across Wyngate 3 to Anglian Water sewer. This will need to be replaced and new hedging replaced. Can you confirm that this is in the work plan?
- 7.3.4. **Any lighting poles** face toward the school rather than towards the housing. (Please confirm this is in the plan.)
- 7.3.5. **Transport:** - The Transport statement says that the average speed of a cyclist is 18km per hour and gives estimated journey times - this seems inappropriate for a primary school. It also says that developments have improved cycle routes within the village but nothing on the main route to school; The Street, Plantation Road, Woodbastwick Road, Stocks Lane and Brundall Road, all of which are narrow, congested routes so not safe/ideal for young children at 18km per hour. Can this be looked into and addressed?
- 7.3.6. Design and access statement incorrectly note that routes to the school have been improved. The improvements are away from the site e.g. Yarmouth Road cycle path. Again, the main routes to school - The Street, Plantation Road and Woodbastwick Road, Stocks Lane and Brundall Road, all of which are narrow congested routes, have not been improved.
- 7.3.7. It refers to the present school route noting it will still be used, but narrow pavements for twice the number of children with no detail of crossing points or wig wags etc. is not a safe plan. So improved transport safety measures are required. Please confirm this will be looked at, and:
- a. *The Plan says there will be a new crossing point on Plantation Road but there appears to be no detail confirming the type of crossing, whether pelican, toucan, zebra or puffin: This should be a priority and the Parish Council would like urgent confirmation of this, so there is safe crossing to the new school site.*
 - b. *The Parish Council also strongly recommend a crossing at the end of Doctor's Road / near the shops, and the addition of wigwags or a similar safety feature near the Plantation Road crossing point.*
 - c. Parking management is required e.g. more parking bays on Plantation Road and The Street, so traffic can still move. Please address.

- d. There appears to be no improved footpaths or cycle routes included. This is against NPPF112a. Can this be addressed please?
- e. A significant improvement is needed to the footpath along the A47 (FP4) which runs adjacent to the school site and directly above the A47. This is often muddy and slippery; it needs to be improved to improve safety.

Finally, in relation to transport, the Plan points out that it has good access to public transport, but buses only run once an hour at best and primary school children do not tend to travel alone on public transport. (The reference to the train station at Brundall has limited relevance as it is meant to be a local school.)

- 7.3.8. **Timings:** Is the planned opening of the new school still (realistically) September 2024?
- 7.3.9. **Native hedge to southern boundary;** Please confirm 2m high, set back 500mm from boundary fence which the school will maintain?
- 7.3.10. **The southern boundary appears to have moved south.** It is now running across the ponds. The parish Council needs space on the north side of the drainage ponds for access to hedging etc. Please confirm this and supply to-scale drawings with the boundary line soonest.

The council would like to highlight:

- 7.3.11. NCC is expecting 531 new homes with an increase in primary school children. Children need nursery provision before primary school but this has been dropped from the plan and we only have part-time pre-schools that are unable to increase provision. Can this be re-considered?
- 7.3.12. The drop-in event on 17th Jan at 2.15pm at the school – was advertised at very short notice and it appears, only within a close radius of the proposed new school.

8. TO CONSIDER FEEDBACK ON ANY PLANNING APPLICATIONS RECEIVED SUBSEQUENT TO THE PUBLICATION OF THIS AGENDA AND NOTE ANY PLANNING UPDATES

- 8.1. Application: 20230012
Description: New dormer window to front elevation. New rear dormer window. New doors and window to rear and side elevation of kitchen.
Location: Old Orchard, Globe Lane, Blofield, NR13 4JN
The Parish council agreed to make no comments on this application. However, if new or additional information comes to light it would appreciate the opportunity to consider this further.
- 8.2. Hall Road (20171686 and 20190713) - Outstanding footpaths - Eleanor Bannister will continue to chase planning for updates on this matter.

9. TO RECEIVE AN UPDATE ON THE DAWSONS WAY APPEAL

- 9.1. This is still outstanding; the appeal went in on the 17th May 2022. Clerk (EB) to chase.

10. TO RECEIVE AN UPDATE ON THE CULVERT PROJECT AND ACCEPT THE TERMS OF CONDITIONS CONTRACT AND CONSIDER ANY NECESSARY ACTIONS

- 10.1. Eleanor Bannister (EB) updated the council on progress.
- 10.2. The council has received the letter of engagement from the contractor and the terms and conditions document which has been signed by the clerk and returned.
- 10.3. Eleanor will remind Garden Guardian to clear the west bank of the culvert as previously agreed.
- 10.4. Eleanor has contacted the owners of 2 Langham Green to obtain permission for the culvert work to be carried out. Signed agreement has been received. Eleanor has also obtained approval for the bank adjoining the road (west bank) from NCC Highways who have an 'assumed' ownership for this having previously investigated ownership.
- 10.5. A draft Environmental Agency permit has been received from contractor.
- 10.6. The work is scheduled for mid-March assuming the permits are obtained and the water vole survey presents no surprises.

- 10.7. The council requested some signage be placed near bridge nearer the time before work commences so parishioners are aware of the works. Clerk (EB) to arrange.
- 11. TO RECEIVE AN UPDATE ON THE BRIDGE PROJECT, REVIEW QUOTATIONS AND CONSIDER NEXT ACTIONS**
- 11.1. Eleanor Bannister reported that further quotations have been received and a detailed breakdown and questions are outstanding. Eleanor will return to the council next month with more information. Clerk (SO) to contact Helen Sibley regarding grant funding. Eleanor to contact Brundall to advise them of our progress to date.
- 11.2. Yvonne Burton reported that the black poplar near the river on Marty's Marsh has a TPO. Yvonne to investigate if this can still have its branches trimmed.
- 12. TO RECEIVE AN UPDATE ON COURTHOUSE CUPULA WORKS, PLANNING APPLICATION AND AGREE ANY NECESSARY ACTIONS**
- 12.1. The clerk (EB) advised that the cupula requires much more extensive works than originally anticipated. The council have sought guidance from the listed building planning officer who has visited the site. One detailed quotation has been received for the work. Further quotations will follow in February.
- 12.2. An invoice for the work to date from the current contractor has been received, the council agreed to pay this.
- 13. TO RECEIVE AN UPDATE ON COURTHOUSE GUTTER CLEANING AND REPAIRS AND AGREE ANY NECESSARY ACTIONS**
- 13.1. A contractor is in place to do this work within the next month.
- 14. TO RECEIVE AN UPDATE ON THE WYNGATES AREA 3 PROJECT AND AGREE ANY NECESSARY ACTIONS**
- 14.1. A group of councillors met with BADCOG and tree wardens to discuss the stakes and locations of tree planting scheduled for the 22nd January 2023. Eleanor Bannister has arranged for wood chip to be delivered for mulch for the trees. Matthew Yates at BDC is happy for trees to be planted.
- 14.2. Eleanor Bannister to share a risk assessment with Sarah Dhesi for the planting day.
- 14.3. The new waste bins still require new labelling, clerk (EB) to chase.
- 15. TO RECEIVE AN UPDATE ON THE NEW SCHOOL, CONSIDER WATER/ELECTRICITY COSTS AND AGREE ANY NECESSARY ACTIONS**
- 15.1. The Section 77 document with the secretary of state has been approved so the land 'swop' has been approved.
- 15.2. The council reviewed the documentation provided by NCC Children's Services regarding costs to provide water/electricity points for the land and year 6 classroom on the 'old school site'. It was proposed that the council is happy 'in principle' with a maximum cost to themselves of £10,000 for this work. It was agreed that the overall cost is split 50/50 with NCC Children's Services. The council would like to be involved in the contractors selection process. The council unanimously resolved to approve this proposal. Clerk (SO) to contact NCC to advise.
- 16. TO APPROVE INVOICES FOR PAYMENT, NOTE COUNCIL FUNDS AND REVIEW INTERNAL MONTHLY CHECKS**
- 16.1. Sarah Dhesi proposed (seconded by Paul Culley-Barber) the council approve all January payments of vouchers #143-161 totalling £16,626.25 (Appendix A). The council unanimously resolved to approve this proposal. Clerk (SO) to arrange payments.
- 16.2. 18.2. The council noted the internal audit checks dated 14th December 2022 carried out by Sarah Dhesi (Appendix B).
- 16.3. The council noted the bank reconciliation at 4th January 2023 of £964,009.92 (Appendix C).
- 16.4. The council noted receipts #31 - #41 totalling £90,319.54 (Appendix D) and an internal transfer of CIL funds to the Broadland Parish Deposit Fund of £5,571.35 in December 2022.
- 17. TO CONSIDER RENEWAL OF THE CAN SILVER MEMBERSHIP AT A COST OF £50**

17.1. Sarah Dhesi proposed (seconded by Joseph Scholes) the council renew the CAN silver membership. The council unanimously resolved to approve this proposal.

18. TO CONSIDER A REQUEST TO PLACE A NORDMANN CHRISTMAS TREE ON WYNGATES AREA 1 or 2

18.1. The council discussed the parishioners request to place a Nordmann Christmas Tree on the bandstand small area of the new Wyngates development. The council appreciate the community spirit this would create but have raised a few concerns/queries:

- the size a Nordmann tree can grow to – up to 60m tall and 2 metres in diameter.
- is there enough space, could a potted tree be brought out each year. Could a tree be placed on the larger Wyngates Area 3.
- What ongoing maintenance will be required.
- Will there be issues blocking out sunlight.
- Are there any services on the site that need to be avoided.
- Will the electric lights cause light pollution.
- A letter would need to be sent to the houses surrounding the site to ensure there are no concerns.

18.2. The council agreed to go back to the parishioner and arrange a meeting on site to discuss the matter further. Clerk (SO) to arrange a meeting.

19. TO NOTE THAT MARTY'S MARSH HAS BEEN RECOGNISED AS A COUNTY WILDLIFE SITE AS AN EXTENSION TO CREMER'S MEADOW

19.1. The council noted that Marty's Marsh has been recognized as a country wildlife site by Norfolk Wildlife Trust.

19.2. Eleanor Bannister to obtain quotations for grazing fencing to see if this is a viable option for long term maintenance.

Stella Shackle left the meeting.

20. TO CONSIDER A CORONATION GIFT / ITEM OF COMMEMORATION TO THE PARISH / SCHOOL CHILDREN

20.1. After a detailed discussion the council agreed not to do small individual gifts but will consider small donations to community groups. However, they will wait to see if Broadland District Council are doing anything.

21. TO RECEIVE AN UPDATE ON THE A47 DUALLING RED LINE BOUNDARY AND AGREE NEXT ACTIONS

21.1. National Highways are nearing a firm location for the red line boundary following a further on-site meeting with them. They have agreed to pay £200 for rental of plot 22a. Clerk (SO) to invoice them.

21.2. Galliford Try have a social community fund and it may be possible to apply for a picnic bench for the allotment site. Clerk (EB) to find out details and pass to the allotment association.

22. TO RECEIVE AN UPDATE ON THE STATEMENT OF COMMON GROUND DOCUMENTATION FOR THE A47 DUALLING

22.1. Once the final red line boundary plans have been received from National Highways the council will be able to progress and sign the statement of common ground.

23. TO CONSIDER ANY COUNCIL COMMENTS ON THE NATIONAL PLANNING POLICY FRAMEWORK CONSULTATION

23.1. Mary Moxon agreed to review the document on behalf of the council and return to the council with recommendations at the February meeting.

24. TO RECEIVE AN UPDATE FROM THE MHH MANAGEMENT COMMITTEE MEETING AND HEATHLANDS MANAGEMENT COMMITTEE AND AGREE ANY NECESSARY ACTIONS

24.1. Sarah Dhesi advised that the Margaret Harker Hall has received our potential play funding offer and are exploring the proposal.

24.2. The Heathlands Committee Minutes have been circulated to the council.

25. TO RECEIVE AN UPDATE ON THE 'WARM HUBS' INITIATIVE RESPONSES AND AGREE ANY NECESSARY ACTIONS

25.1. The council agreed to purchase games and drinks for the library. Clerk (SO) to organise.

25.2. The council are not able to provide hot water bottles / blankets supplies as part of the warm hubs initiative but will offer the same library offering to Heathlands Community Centre and Blofield Church.

26. TO RECEIVE AN UPDATE FROM THE MEETING WITH NCC HIGHWAYS REPRESENTATIVE ON THE 7TH DECEMBER 2022

26.1. Sarah Dhesi provided a detailed report to the council on all the matters discussed with Paul Sellick, NCC Highways. Clerk (EB) to obtain an update on all the matters in the report.

27. TO RECEIVE THE CLERK'S REPORT & CORRESPONDENCE

27.1. Clerk (SO) to report blocked gullies at Frogs Hole on the south side of Yarmouth Road.

27.2. A parishioner continues to request that the verge grass cutting continues until December, due to milder weather leaving longer grass uncut.

27.3. The council have been invited to meet the new Focal Point Editor. Clerk (SO) and Stuart will be meeting him at the end of January.

27.4. Trowse Parish Council are now consulting on the Regulation 14 draft of their Neighbourhood Plan. This will run for 8 weeks from Monday 16th December 2022 to Sunday 12th February 2023. A link to Trowse Parish Council Neighbourhood Plan webpage is below:
<https://trowseparishcouncil.norfolkparishes.gov.uk/neighbourhood-plan/>

27.5. The side gate to Blofield Courthouse now has a padlock code on to enable the contractors to access the site easily. This will be changed to a key lock once the Cupula work is completed.

27.6. Various tripping hazard concerns raised by a parishioner have been reported.

27.7. Planning Application 20211493 and a missing footpath – The Parish Council have raised a concern with Broadland District Council planning regarding a missing footpath which was included in earlier plans 20161483. Clerk (EB) to continue chasing to find out what will be provided by the developer.

27.8. Norfolk County Council have found a way to overcome the nutrient neutrality issue but English Heritage have to approve offsetting plans.

27.9. The Postwick Park & Ride service will not run after Saturday 24th December as it is not financially sustainable.

27.10. The next Town and Parish Council Forum will take place online on the 18th January 2023 at 10am. Mary Moxon will attend on behalf of the parish council.

28. OTHER REPORTS AND ITEMS FOR THE NEXT AGENDA

28.1. Correspondence regarding school parking in the parish.

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

29.1. Monday 13th February 2023 at 7:30pm at Blofield Courthouse

There being no further matters to discuss, the meeting closed at 10pm.

Signed.....

Dated.....