

HOVETON PARISH COUNCIL

Minutes of the Parish Council Meeting held on 6th December 2017 at the Jubilee Room, Hoveton Village Hall

Present: Councillor Martin Richmond (Chair of the Meeting)
Councillor Jilly Gourlay
Councillor Alex Howe
Councillor Peter Howe
Councillor Christopher Marshall
Councillor Russell Reeve
Councillor Ann Rogers

Officer: Lisa Weller – Clerk

Visitors in Attendance: Councillor Nigel Dixon (District and County Councillor)
Mr Julian Wells (FW Properties)
Mr Matthew Wood (Feilden+Mawson)
Eleven members of the public

1. ATTENDANCE

There were no apologies for absence.

2. QUESTIONS OF THE CLERK and CLERK'S REPORT

- 2.1. There were no questions of the Clerk.
- 2.2. The Clerk reported that a cheque had been received from the Wroxham & Hoveton Lions Club (the agreed £225 donation towards the cost of the new Granary Staithe picnic table and plaque). Cllr Peter Howe confirmed the plaque had been affixed to the picnic table.

3. DECLARATIONS OF INTEREST

Cllr Reeve declared an interest in agenda items 7.9a (additional correspondence), 8.13a (an additional payment) and 10.4 in terms of his employment with Norfolk ALC, but HPC agreed this interest would not prevent Cllr Reeve from discussing these particular items.

4. MINUTES OF PREVIOUS MEETING

The minutes of the Hoveton Parish Council (HPC) meeting held on 1st November 2017 were **AGREED and APPROVED**. The minutes were signed by Cllr Martin Richmond.

5. PUBLIC SPEAKING

5.1 To receive a report from the County and the District Councillor Nigel Dixon.

Cllr Dixon had nothing urgent to report, and so, due to the full agenda of items to be discussed, it was agreed his report would be deferred until HPC's next meeting.

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5.2 To receive a report from a Police Community Support Officer (PCSO).

Apologies had been received from the PCSO, and there was no report on file.

5.3 To receive questions from members of the public relating to local issues.

A resident of Two Saints Close requested an update on the situation concerning parking outside Broadland High School. Cllr Richmond said the school's proposal had been sent to the Hoveton Village Hall Management Committee and HPC was waiting to hear from them. A final decision will likely be made at the meeting of HPC as Sole Trustee of Hoveton Village Hall (to follow tonight's HPC meeting).

All other comments made concerned the Church Field planning application (item 6.1):

- Mr Julian Wells (developer) and Mr Matt Wood (architect) spoke about the Church Field application. They reported that planning permission has been granted for the industrial development at Littlewood Lane, but said delivery of the industrial site is linked to planning consent for housing at Church Field. In August, their application was deferred by North Norfolk District Council's development committee, and they were asked to consider ten items from the application. These items have now been resolved. Benthic Solutions is growing as a business and wants to take over another building on the industrial site. It is expected to provide 45 new jobs, but if planning consent for Church Field isn't given, Benthic will need to go elsewhere. Community benefits offered by the Church Field application now include a church car park and a larger financial contribution to local play facilities (existing benefits are 7 affordable units; a churchyard extension; play equipment on site; direct pedestrian and cyclist access; a network of paths/dog-walking facilities). Mr Wells said Anglian Water and Highways have given their approval, and it has been proven the proposed drainage system will work, so there are no statutory objections left to the scheme aside from an objection from heritage (regarding building a car park near the church). He feels the scheme will offer high quality housing in a sustainable location (a location which he believes will probably be a Local Plan site in the near future).
- Cllr Richmond confirmed the car park will be exclusively for church users and it will be gated off when not in use by the church. He also confirmed that the Section 106 monies referred to by Mr Wells (funding for local play facilities) will not come direct to HPC, but will go to NNDC for community use. HPC will have to apply to NNDC for this funding if it is to be used for new play equipment at the Village Hall.
- A resident of Meadow Drive felt that the new community benefits mentioned didn't negate the reasons for the application being previously refused. He raised concerns that if a new Local Plan were to include Church Field, it might also include the fields surrounding Church Field.
- A resident of Meadow Drive reminded HPC of the reasons why it had objected to the application previously. He said HPC should not consider whether Church Field might be included in a future Local Plan – only that the site isn't included in the Local Plan at the moment. He felt the new community benefits weren't of sufficient substance to overcome the objections already made by HPC and NNDC.

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- A resident of Waveney Close asked exactly how much will be donated for new play equipment at the Village Hall (£25,000). Cllr Richmond said again that this was not a donation to Hoveton Village Hall or HPC directly – the Section 106 funds will go to NNDC. The resident raised a concern that so much is being done to accommodate a business that doesn't have an operational necessity to remain in Hoveton, and so it may leave the area if circumstances change.
- A resident of Church Road asked what changes had been made to improve safety in terms of access to the site. Mr Wells said Highways had advised on this matter, and that they had signed off on the changes made, including an extension of the 30mph speed limit; trees and hedges to be planted; a 'splitter' traffic island; and pavement alongside the road by the church. Highways has now endorsed it as a 'safe site'.
- A resident asked what benefits this development would bring to Hoveton, as he felt all the benefits and financial gain were weighted towards the developer and Benthic Solutions. Mr Wells listed the community benefits already discussed and added that 40% of the new homes would be suitable for first-time buyers.
- A resident of Two Saints Close said he was unhappy with the developer giving extra money to the community, as he felt these funds were being used as an inducement to get the application passed. Mr Wells explained that the Section 106 money would be used in various ways throughout the community; not just on play equipment but on schools, highways, etc.

6. **PLANNING MATTERS**

To AGREE and RESOLVE upon the following:

- 6.1. **Planning Application (NNDC) PF/17/1802** Erection of 25 dwellings with associated roads, landscaping and drainage, off-site highways works, extension to church graveyard, and construction of new 12-space church car park. Church Field, Hoveton, NR12 8NY. **No objection.**

In relation to Planning Application (NNDC) PF/17/1802, HPC discussed the following:

- HPC's objections to the previous Church Field application (PF/17/0696) were: site outside of development area; use of agricultural land; site access safety concerns; sewage system and drainage concerns. The objections were based on information available at that time, but improvements have since been made to site access and sewage and drainage concerns have been addressed. The developers have listened to the objections raised and made changes.
- Further information is now available about the site itself. It used to be a quarry and had industrial use. Tests have shown this is not good quality agricultural land, but is stony, sandy and full of pebbles. It has mostly been used for growing animal feed on part of the site, while the other part is only suitable for grassland.
- The developers may not have gone far enough in addressing site access safety. The 30mph speed limit could have been extended around the bend in the road. However, the pavement will help address safety issues caused by vehicles parking on the bank or at the crest outside the church.

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- An increase in professional jobs, particularly in the research/technology field, should provide a boost to the area in terms of funding and investment.
- The site is outside of the current development area, but should HPC be looking to the future? Change and development in the village is inevitable, but HPC should consider what type of development it would like to see – another Brook Park, or a smaller and higher-quality development like this one.

Cllr Richmond proposed that HPC should not object to Planning Application PF/17/1802 and a vote was held (5 in favour of this proposal, 1 against the proposal and 1 abstention). HPC therefore **AGREED and RESOLVED** to submit a NO OBJECTION response to the application with the following comments: the 30mph speed limit could be extended around the bend in the road; the proposed church car park could be made available to all; HPC recognises that the site is outside of the current development area, but believes the proposal has sufficient merit to outweigh this constraint.

- 6.2. **Planning Application BA/2017/0423/FUL** Installation of play apparatus. Bewilderwood, Horning Road, Hoveton. **No objection.**
- 6.3. **Planning Application BA/2017/0441/ADV** 1 fascia and 1 projecting sign. Norwich & Peterborough Building, Station Road, Hoveton. **No objection.**
- 6.4. **Planning Application (NNDC) PF/17/1907** Demolition of greenhouse & erection of timber outbuilding. The Coach House, Stone Lane, Ashmanhaugh. **No objection.**
- 6.5. To note the planning consultation response submitted by the Clerk for **Planning Application BA/2017/0394/HOUSEH** as per HPC's Planning Protocol. No objection to: Erection of Timber Cart Lodge. Little Broad House, Horning Rd, Hoveton. **Noted**
- 6.6. Two planning applications had been received since 30th November 2017:
 - 6.6.a. **Planning Application (NNDC) PF/17/1999** Single storey extension to garage with new pitched roof, alterations to fenestration on all elevations of bungalow, rendering over existing brickwork on all elevations. 50 Waveney Drive, Hoveton. **No objection.**
 - 6.6.b. **Planning Application BA/2017/0467/FUL** Replacement bay window canopy. Norwich & Peterborough Building, Station Road. **No objection.**
- 6.7. **Planning Decision BA/2017/0337/FUL** Change of use from A1 to A1/A3 mixed use, part retail and part restaurant. 4 Riverside Centre, Norwich Road, Hoveton – APPROVED **Noted**
- 6.8. No planning decisions or appeals had been received since 30th November 2017.

7. CORRESPONDENCE

- 7.1. HPC discussed several items of correspondence received from residents of Church Road, raising concerns about speeding traffic and dangerous parking on that road. The PCSO's response was noted. The police will carry out speed checks on Church Road. This was thought to be a police matter. **Action 1: Clerk to request speed check findings from PCSO and to update residents.**

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- 7.2. HPC discussed an email from a parishioner, reporting damage to a street light and the surrounding pavement on Church Road due to a road traffic accident. Cllr Alex Howe has been liaising with Kier, as one of their vehicles was involved. Kier will be going through their insurers, but the Clerk pointed out that the lamp post is HPC's property and therefore HPC needs to be 'kept in the loop' regarding repairs. It was agreed Cllr Peter Howe would put emergency tape around the base of the light (as the panel is damaged and won't shut) until it can be properly fixed. **Action 2: Cllr Alex Howe to ask Kier to keep HPC in the loop regarding repairs.**
- 7.3. HPC considered an email from a parishioner, requesting a flashing speed limit sign for Horning Road West. HPC's SAM2 sign is being delivered tomorrow, and training will be given to Cllr Richmond and Cllrs Alex and Peter Howe. Any additional use of the sign will need Norfolk County Council's (NCC) agreement and a location for the SAM2 will need to be identified. **Action 3: Cllr Alex Howe to ask Jon Winnett if the SAM2 can be used on Horning Road West.**
- 7.4. HPC discussed an email from a parishioner, raising concerns about shrubs that are overhanging the footpaths on Waveney Drive and Merlin Close. HPC had inspected the shrubs in question and taken photos. The Waveney Drive hedge was not felt to be overgrown. One of the Merlin Close shrubs was thought to be okay, though one was causing an obstruction on the footpath. **Action 4: Cllr Peter Howe to speak to Merlin Close resident about shrub and to advise corresponding resident that appropriate action has been taken by HPC.**
- 7.5. HPC discussed an email from a parishioner, requesting repairs to the footpaths on Waveney Drive. The Streetscene Inspector at NCC has agreed to include Waveney Drive in her next inspection of the area. HPC will monitor progress and update the resident accordingly.
- 7.6. HPC noted an email update from Jon Winnett at NCC, regarding remedial works to the Three Rivers Way embankment. The work will be done in February 2018.
- 7.7. HPC considered an email from the NCC Streetscene Inspector. A 'Highway Ranger' visit is due in January 2018. There are a number of blocked drains to be reported. **Action 5: Cllrs Alex and Peter Howe to compile list of items for inspection.**
- 7.8. HPC noted the recent correspondence between Amey and the Clerk. The Clerk has asked Amey to alert HPC whenever street light faults are reported by members of the public. This will help HPC keep track of faults and the resulting repair charges.
- 7.9. Two items of correspondence had been received since 30th November 2017:
- 7.9.a. Email from Russell Reeve (Norfolk Association of Local Councils) concerning the National/Norfolk ALC subscription for 2018/19, and the introduction of a £30 annual website charge. It was AGREED HPC should proceed with setting up its new website through Norfolk ALC (£30 charge to be added to budget).
- 7.9.b. HPC discussed an email from a parishioner, raising concerns about the #12 bus service (buses unloading in Station Road) and surface water on Station Road. FirstGroup has already been contacted about its #12 bus service and HPC is happy that action has been taken by them to reduce stops outside of the designated route. The surface water is a long-standing problem (there is

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no drain by the station car park). **Action 6: Cllr Alex Howe to contact Jon Winnett to ask if anything can be done to solve this problem.**

8. TO AGREE AND RESOLVE THE FOLLOWING PAYMENTS:

- 8.1. Payment of £163.03 to Amey LG Limited – street light repairs on Waveney Drive and Horning Road (£135.86 +£27.17 VAT). Deferred from 1st November meeting (repairs now completed). **AGREED**
- 8.2. Payment of £26.42 to HM Revenue and Customs – tax and national insurance contributions (employee PAYE income tax of -£58.20, employee NIC of £39.36, employer NIC of £45.26). **AGREED**
- 8.3. Payment of £361.57 to Garden Guardian Limited – highway grass cutting for Hoveton for October 2017 (£301.31 + £60.26 VAT). **AGREED**
- 8.4. Payment of £159.60 to Norwich Print Solutions Limited – design/printing of HPC photo ID cards (£133.00 + £26.60 VAT). **AGREED**
- 8.5. Payment of £250.00 to Target Trees – Pocket Park tree maintenance (£208.33 + £41.67 VAT). **AGREED**
- 8.6. Payment of £190.00 to T&A Tree & Garden Services – three-year watering and establishment maintenance of new tree at Palmers Lane junction (3RW). **AGREED**
- 8.7. Payment of £12.00 to Thinking Rural CIC – payroll services for November 2017 (£10.00 + £2.00 VAT). **AGREED**
- 8.8. Payment of £100.00 to The British Legion Wroxham & Hoveton Branch – donation agreed at 1st November meeting (2018 Remembrance tour to France). **AGREED**
- 8.9. Payment of £60.00 to Cllr Jilly Gourlay – reimbursement of donation to British Legion for HPC's Remembrance service wreath. **AGREED**
- 8.10. Payment of £1,353.04 – Clerk's pay and expenses for the period 26th October to 28th November 2017 – comprising of pay for the month £1,337.64 (106.5 hours @ £12.56 per hour), plus expenses £15.40. Payment of pay to be made less any tax, national insurance, and workplace pension contributions. **AGREED**
- 8.11. Payment of £361.16 to Norfolk Pension Fund – November 2017 LGPS workplace pension contributions (comprising of employee contribution of £73.57 or 5.5% of pensionable pay, plus employer contribution of £287.59 or 21.5% of pensionable pay, based on the November 2017 pensionable pay of £1,337.64). **AGREED**
- 8.12. Payment of £287.30 – Litter Picker wages (November 2017) – 34 hours @ £8.45 per hour. **AGREED**
- 8.13. Two requests for payment had been received since 30th November 2017:
 - 8.13.a. Payment of £90.00 to Norfolk Association of Local Councils – budgeting workshop attendance for three councillors (£75.00 +£15 VAT). **AGREED**
 - 8.13.b. Payment of £1,352.40 to Garden Guardian Limited – 2017 grass cutting and maintenance of Hoveton Village Hall's playing field (£1,127.00 plus £225.40 VAT). As per quote accepted at HPC's 9th January 2017 meeting. **AGREED**

9. OTHER FINANCIAL MATTERS

- 9.1. HPC noted the monthly Budget Monitoring Statement. No actions were required.

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- 9.2. HPC noted the direct debit payment of £28.76 to 1&1 Internet Ltd, in relation to HPC website costs (payment scheduled for 7th December 2017).
- 9.3. HPC noted the payment of £770 to Susan Simpson (Wroxham Computer Services Ltd) for HPC's new laptop (plus associated software and equipment), as per quote accepted at HPC's 1st November meeting.
- 9.4. HPC considered an amended quotation for a replacement ramp for outside the Old Mill (non-slip strips added). HPC **AGREED and RESOLVED** to accept the amended quotation of £555.00. **Action 7: Cllr Peter Howe to progress the order.**
- 9.5. HPC considered a number of variations of its draft budget for 2018/19 and noted the precept figure and estimated Band D household payment resulting from each variation. HPC **AGREED and RESOLVED** unanimously to accept 'option 8', which would require a precept increase of 6% (and a decrease in HPC's general reserve to £20,000).
- 9.6. HPC noted a letter and supporting information from North Norfolk District Council (NNDC) regarding the precept for 2018/19 and:
 - 9.6.a. HPC **AGREED and RESOLVED** to request a precept of £47,095 for 2018/19.
 - 9.6.b. HPC **AGREED and RESOLVED** to accept the grant offered in respect of the local council tax support scheme (£2,903).
 - 9.6.c. The completion of the precept request form was authorised by HPC (and the signing of the form by the Chairman and Clerk) and the form was completed and signed. **Action 8: Clerk to send precept paperwork to NNDC.**
- 9.7. HPC noted the Smaller Authorities Audit Appointments Ltd notification of external auditor appointments for the 2017/18 financial year.

10. REPORTS and CONSULTATIONS

- 10.1. Broads Local Plan (Publication Version) consultation. Deadline 5th January 2018. HPC had no concerns or objections to the Hoveton and Wroxham content of this Local Plan, and it was agreed that HPC did not need to make a formal response.
- 10.2. An update from the North Norfolk Town & Parish Forum (NNTPF) was noted. Cllr Alex Howe has been advised that she can sit on the NNTPF's executive (decision making) committee yet refer any items to be decided upon to HPC. The terms of reference for the Forum will be considered at the NNTPF's next meeting.
- 10.3. Concession Opportunities consultation (via NNTPF). Deadline 12th January 2018. Not applicable to Hoveton at the moment, so no need for a formal response from HPC.
- 10.4. HPC considered a report on the Norfolk Association of Local Councils' recent AGM, which was attended by Cllr Alex Howe and Cllr Marshall. Local Councils have been advised to obtain a book of condolence in preparation for the deaths of the Queen and the Duke of Edinburgh. It was agreed that HPC doesn't need its own book but could direct local residents to NNDC's book of condolence. A motion passed at the AGM involved the impact of service transfers (i.e. NCC asking parish/town councils to run services on its behalf). HPC agreed that parish councils need to be involved in service transfers at an early stage to allow for costs to be budgeted in time. The AGM also advised councils to be prepared for the introduction of new requirements

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under General Data Protection Regulations (May 2018). **Action 9: Cllr Richmond /Cllr Reeve to provide guidelines on what HPC needs to do to comply with the new regulations.**

- 10.5. Campaign for removal of business rates on public conveniences. HPC supports the campaign, but a formal response is not necessary. Councillors were encouraged to respond to the survey as individuals if they wished to do so.
- 10.6. One consultation request had been received since 30th November: consultation on bus services, deadline 2nd January 2018. HPC agreed cuts to bus services could be a serious issue for Hoveton. Councillors were encouraged to respond to the survey as individuals if they wished to do so, as there wouldn't be time to submit a formal response from HPC.

11. MATTERS ARISING FROM PREVIOUS MEETINGS

- 11.1. New signage for public convenience next to the TIC on Station Road. Pending. Cllr Peter Howe to identify suitable location for new sign.
- 11.2. Pocket Park vegetation maintenance (Community Payback). The Norfolk & Suffolk Community Rehabilitation Company has confirmed the project is suitable for them. **Action 10: Cllr Marshall to arrange this work in the new year.**
- 11.3. There were no further updates from the actions list arising from previous meetings of HPC.

12. MISCELLANEOUS

- 12.1. HPC received an update on Granary Staithe from Cllr Peter Howe. HPC's Christmas tree is in place thanks to a community effort (the tree funded by Hotel Wroxham & the lights by Stobart & Hurrell). A sign will be put up to acknowledge contributions made and it was agreed thanks should be given in the next edition of The Bridge.
- 12.2. HPC **AGREED** to hold a charity day at Granary Staithe on 29th July 2018. Cllr Peter Howe to lead on this. There should be no cost to HPC but the event will need to be publicised to local charities.
- 12.3. HPC considered a joint initiative proposal regarding the 'Waterside Rooms', Station Road (via Wroxham and Hoveton Joint Action Group). A public campaign targeting the Broads Authority was suggested, but further updates have been received since then, and enforcement action is being chased. It was agreed that before beginning a campaign, HPC must first understand the current position and the correct target. This was agreed as a project for the new year. It was also agreed that HPC should pursue its plan to ask Roys' permission to put murals on the hoardings.
- 12.4. HPC received an update on the preparations for 'Battle's Over – A Nation's Tribute' from Cllr Gourlay, who is organising the event with the help of the Hoveton Village Hall Management Committee. A number of things have been organised: a play will be performed at Hoveton Village Hall in May; the local churches will ring their bells on the night; BroadBeat Choir will perform; the ATC will march (possibly with their band) to the Village Hall, and the beacon will be lit by a cadet and a local resident; the Lions Club and the Scouts will help out on the night; Cllr Gourlay would like to put 100 poppies on the fence; the school art department has been invited to make

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a giant poppy; the school drama club has been asked to put on a play; the Village Hall is to host a photography exhibition (photos of local residents during the war); there are plans for a 'poppy trail' in shop windows etc. Cllr Gourlay will contact the Royal British Legion and she's invited Wroxham Parish Council to join in. Any other ideas are welcome.

12.5. HPC agreed its 2018 monthly meeting dates schedule. HPC meetings will alternate between the first Wednesday and the first Monday of each month (except on bank holidays when meetings will be held on the second Monday). **Action 11: Cllr Alex Howe to add 2018 meeting dates to website.** Apologies for HPC's 10th January meeting were received from Cllr Gourlay and Cllr Marshall.

12.6. There were no items put forward for consideration at future meetings.

The meeting closed at 8.30pm.

Signed 

Date 10/1/18

Name MARTIN RICHMOND