

## CASTLE ACRE PARISH COUNCIL

### Minutes of the Parish Council meeting held in the village hall on Thursday 13 September 2018

**Present:** Mr M Hickey (MH) Chairman                      Mr L Fisher (LF) Vice-Chairman  
Mrs H Breach (HB)    Mrs S Moister (SM)  
Mr M Tate (MT)     Mr S Allen (SA)  
Mr N Patrick (NP)     Mr Hubbard (TH)  
Ms C Williams (CW)

**In attendance:** Ms L Roast (Clerk), Mr G Middleton (County Councillor), three members of the public

**Apologies:** Mr J Moriarty (JM) (Borough Councillor)

**52. Minutes of PC meeting Thursday 12 July 2018 –**

Proposed by Mr Martin Tate, Mr Tim Hubbard seconded.

**Minutes of PC extra meeting with planning Thursday 9 August 2018 –**

Proposed by Mr Laurie Fisher, Mrs Helen Breach seconded.

**Minutes of PC extra meeting with planning Thursday 23 August 2018 –**

Proposed by Mr Laurie Fisher, Mrs Helen Breach seconded.

**53. Planning**

**Holkham Massingham Road reserved matters planning approval developments**

**Update on PC's complaint to the Borough on the officer's approval report.** MH had circulated to Cllrs the e-mail exchange with the Borough's Assistant Director – Environment & Planning which is also posted on the Borough's Planning website. There was no acceptance from officers that the report didn't represent CAPC's view that the house designs do not reflect Borough Policy G22.1 that *'the site should make a positive contribution to the Conservation Area and the setting of the nearby Listed Buildings and that standard housing designs would not achieve this.'* However, there is agreement not to insist on street lighting but not posted officially as a planning condition. Equally CAPC's demand for permeable car park surfaces is heeded but not conditioned. Adopting road B is considered to be a matter for Highways and the landowner to settle. The Borough will not demand a new site drawing removing road A exiting to the west into the adjacent field. Still no acceptance that new trees can be designated as TPOs in line with advice on the Borough's website. On JM's advice, MH, MT and the Clerk will meet the planning officers on Friday 21 September to try and clarify these issues as well as raising the weakness of the current village Conservation Area Character Statement as applied to planning applications (see comments below).

**Update on Holkham house designs** – the reserved matters application still shows the house designs in outline with no final detail. Holkham was expected to attend this PC meeting to put forward updated designs and to outline plans for four more dwellings on the current site. Unfortunately this was postponed. MH to meet with Holkham for clarification and to invite them to the October PC meeting.

**18/01053/F proposed dwelling adjacent to Lime Kiln Cottage, Cuckstool Lane** - MT summarised the deliberations of the Borough's planning committee in response to his presentation in support of CAPC's objections to this application. The committee members did not take Castle Acre's Conservation Area Character Statement into account and ignored the alleged extended boundary wall at Narside Cottage. In MT's view, the fact that the PC had

changed its mind on the application during the planning process may have weakened its case. MT highlighted some of the inconsistencies in applying conservation standards to building design and material standards on existing and new properties in the Conservation Area. Cllrs agreed the document must be improved and adhered to with greater force by the Borough Council.

#### **54. Actions from previous meetings**

**28. Bailey Gate** – despite many assurances of immediate action, the two posts on the Stocks Green side have still not been moved in closer to their agreed position. TH highlighted that an ambulance from Bury St Edmunds turned back in Bailey Street on sight of the final 6ft 6inch width sign, having missed the two earlier warnings. TH clarified the vehicle could have gone through with 30 cm to spare. Cllrs asked if local emergency services should be alerted? The Clerk to write to the East of England ambulance service.

**49. County Council Highways funding** – NCC Cllr Middleton explained that while Castle Acre was not successful in its bid to the 2017/18 special fund, he will prioritise our bid in the 2018/19 round. As the fund is too small to meet the costs of changing the corner at Archer Lane, it could still be used to improve the position and signage of the island at the Town Lane/ Massingham Road junction which could possibly include a directional sign to the Ostrich car park? Cllr Middleton will consult with Highways.

**51. Replacement street sign at Pales Green** – done

**Newton Road bridge flooding** – MH to remind Highways to re-dig out the drainage channels.

**54. Minns Meadow walk boardwalk** – Norfolk Rivers Trust and a resident volunteer replaced the rotten top handrail and laid new surface wire. MH expressed thanks to both.

**79. Repainting seat and litter bin at Ford** – in process of being done.

**99. Overflowing village litter bins** – at a meeting with the Borough's Open Spaces Manager, representatives of the PC and the village litter team requested an extra green bin by the play equipment on the playing field and suggested using a resident's spare large black wheelie bin as a temporary overflow to the Castle car park litter bin. NP questioned the wisdom of leaving a bin there without fixings. Cllrs requested that all the village litter bins are monitored over winter as the overflowing bins may be a seasonal issue.

**104. New brick, flint and pantile bus shelter on Massingham Road** – estimated build costs vary between £11,500 and £7,500. An attractive wood shelter from a leading supplier is around £10,700. MH asked Cllrs to consider the options of a new brick or wood bus shelter, a cheaper (£4,000) standard metal and glass shelter or to keep the current attractively repainted bus shelter. Cllrs prefer one with character and more in keeping with the village. LF suggested putting away money from the budget each year to achieve the cost of a new shelter or whether a shelter could be sponsored by a local building company or possibly Cranes? Money from future CIL transfers could also be allocated to a new bus shelter. Cllr Middleton to check if there is a monetary limit to the NCC Partnership 50% funding for an expensive bus shelter.

**67. New sewerage pipe, pumping station, water supply and pressure** – Anglian Water has confirmed their attendance at the October PC meeting.

**11. Enlarged directional sign at top of Pyes Lane to include the Priory** – Highways confirmed that the owner of the tourist site must pay for a brown sign. Historic England has been informed but is not optimistic that they will fund the sign.

**27. On-street parking on corner of Spa shop** – the advisory board in situ is generally being respected except at busy times when sight lines are being impeded. Yellow lines not an option, as there is no one to police them. Discussion included a short-term solution of a two-way mirror on the bank opposite the junction to allow drivers exiting from Back Lane to see vehicles on Massingham Road. Another options considered are painting signs on the road and engaging the police at busy times to give out a couple of tickets. MH to get prices for mirrors for next meeting, which could be part of a future Parish Partnership funding.

**28. Repositioning the Parish noticeboard at the Spa shop** – MH advised that the shop owner has agreed that the noticeboard can be set up in front of the fence left of the post box on the Spar car park. NP asked that written permission be sought from the shop owner before positioning. NP and SA to organise fixing the board onto two quality posts ( paid by PC).

**Nar Valley Way, Common Lane** – the area around the gate to the path has been cut back partially but needs further attention. MH to organise. Cllrs noted that Norfolk Drainage Board will start work in September on changing the flow of the Nar across Castle Acre Common.

**Directional sign to Ostrich car park – update** - Highways have been reminded about costing the agreed signage.

**40 Road surface along Priory Road and Back Lane** – the surface with loose chippings and tar is deemed as inappropriate for these roads as well as in Stocks Green. Graham Middleton to check if the road can be resurfaced. The Clerk to report to Highways.

**43 Potholes at De Warrenne** - these have been reported.

**Overgrown footpaths from Common Lane and from the ford, both to Priory Field.** – the former has been strimmed by the Council’s grass contractor but there was insufficient time to do more than half of the footpath from the ford. The stile at Common Lane has been adapted.

**55. Health & Safety matters (including tree report)**

No matters arising. Tree report in hand. Next priority to examine the ash trees near the playing field with BCKLWN Tree Officer.

**56. Matters requested by Councillors**

**Update report by Anne Mason on the Parish’s HLF bid ‘Bringing our Heritage Landscape Alive’** – the draft 15 page application is close to completion. The project will include work on high status buildings with public domain interest, village wildlife, surveys of ornithology and butterflies, training for locals to help manage the common land and village trees, looking after the Bailey Gate plus archaeological investigations . All reported findings will be submitted to the appropriate authorities and to the Norfolk Records Office. Downloadable leaflets and information will be posted onto the castleacre.info website. The final application for £60,000 funding will be submitted at the end of October with a 10 -12 week review. Ms Mason asked that any further project proposals are sent to her.

**Registration of rights of way and open access on Holkham land around Castle Acre – update.**– MH read out Holkham’s e-mail dated 4 September stating that Holkham will need to take further advice, liaise with various departments and pass it through the Trustees before coming to a decision. Given this issue is time sensitive, Holkham has decided to remove the parcels of land along the river Nar from the s31(6) application to allow it enough time to properly consider CAPC’s request. Cllrs welcomed this news but stressed the removal should

be for all five parcels of land, including the water meadows. Agreed to support further negotiations.

**South Acre ford – second consultation on prohibition of motor vehicles** – Cllrs agreed with MH's contention that the initial public consultation in September 2016 was flawed in that many statutory consultees were not contacted and the unnamed responses from 59 off-roaders was not balanced against CAPC's response on behalf of the village, resulting in the NCC's refusal to proceed further on fears of losing a costly appeal. Today, responses from the 2017 Neighbourhood Plan questionnaire indicate 362 residents in favour of restricting vehicle access and only 27 against. MH asked the PC whether they wished to support a request to Highways, through Graham Middleton (GM), to ask for a second public consultation. This should be conducted scrupulously with a published list of consultees (names and e-mails checked and verified in advance). The consultation document should clearly set out in depth why such a Traffic Order is being sought and suitably publicised. All responses must be put into the public domain, including names and addresses. In assessing the written responses, Highways should give considerable weight to the views of residents in and around the village and to those organisation representing local landowners and environmental groups. It should not be unduly influenced by any organised lobbying by county or national off-roader organisations seeking driving thrills at the expense of local people. Cllrs agreed to support a call for second public consultation.

In response, GM explained that he had been investigating the process. The advice from Highways is that it is too soon for a second consultation given the limits on such spending at NCC which would not be viewed as a good use of funds. A second public consultation would cost between £7-10,000. GM stated there was no finance available to proceed but as time progresses there may be a shift in opinion.

MH asked whether there was a case to inform NCC Highways that the first consultation was not run properly? GM stated that there are rules on how public consultations are taken. Cllrs called for an FOI on the process and should the process prove sub-standard, there may be a case for a second consultation. Cllrs also emphasized that the area is a SSSI and a resident pointed out that vehicles crossing the ford cause environmental damage to a pristine river. GM agreed to continue his investigations into the process.

**Approval of amended 5 year Action Plan** – a further revised plan was circulated in advance to Cllrs. A resident suggested that this is posted on the village website for residents to view and comment before being officially adopted. Cllrs agreed.

**SAM2 - purchase of IT lead and data training course** – MH asked Cllrs to approve £50 expenditure on an IT data cable and training for the resident who manages SAM 2 on behalf of the village. All agreed.

## 57. Correspondence

**castleacre.info - payment of annual hosting fee** – a local resident set up the village website and has paid for the £30 annual hosting fee for many years. This has now been raised to £66. The resident is still prepared to pay £36 and asks the PC to meet the balance. Given the PC makes great use of the site to publicise council business, MH prosed that the Council pays the full £66 hosting fee in the future. All agreed.

**Paper and clothing banks** – MH and the Clerk held an urgent meeting with the Ostrich owner and new manager on 19 July in response to their e-mail demanding immediate removal of the paperbank from the Ostrich car park. The paperbank was placed there temporarily during the shop extension and covers a car parking space. At the meeting, MH explained the importance of the paperbank recycling receipts to the PC (along with the bottle banks whose rent is covered by the PC). The Ostrich owner acknowledged this and offered two spaces in the

corner of the car park. MH explained to Cllrs that he had to make an immediate decision to move the clothing bank to make room for the paper and bottle banks. After consultation with the Chairman of the school governors, it was agreed to ask for the clothing bank to be positioned on the grass verge by the school turning circle. Despite the Clerk's immediate request to East London Textiles and many reminders, the clothing bank still hasn't been moved.

MH explained that in the subsequent conversation with the pub management on their future plans, he started to raise the need, in his view, for cheaper items on the food menu to attract more customers. The management immediately responded that this is under consideration along with their desire to promote the pub more to locals and to work more closely with the Parish Council. The Ostrich wants to be more pro-active and advertise their car park at the back and asked whether signs could be put on the stack of road signs facing the Bailey Gate and also a follow up sign at Newton Road. The management stated it would pay for signs. The Clerk has sent an outline image of the Stocks Green sign to Highways to estimate costs for Cllrs approval at the October meeting. In subsequent meetings in August with the Clerk, the management also raised their intention to hold events that raised money for village charities and to negotiate with the village hall on drinks and food.

A resident asked on what authorization had MH asked for cheaper meals/café style menu? i.e. was this a PC supported item? The resident went on to say that things should be discussed in meetings then later be an agenda item before proceeding thus allowing full transparency.

**Extra item – Royal British Legion (RBL)** – email received from RBL asking whether the PC is planning any special activities for the 100 year anniversary of WW1. While Cllrs fully support the Legion in its wish to commemorate such an important event in the village, it was felt that with such short notice and no budgetary funds that it is not feasible to organise an event before or for the 11th November. Cllrs suggested that perhaps the Legion could produce some kind of commemorative piece created from the Ypres visit funded by residents earlier in the year?

As in previous years, Cllrs will personally contribute to the cost of a wreath to be laid by PC representative Martin Hickey on 11 October.

## **58. Reports**

**Highways** – nothing to report.

**School** – no report this month.

**Village Hall** – HB reported: Concert on 13 October

**CAPFA** – MH reported: the next committee meeting to consider issues on drainage and fundraising for new play equipment is being arranged

**Neighbourhood Plan (NP)** – MT reported: processing another grant application to include having the next stage professionally assessed before starting on a preliminary final draft. Summary results from the questionnaire and public consultations will be posted onto the village website in the next couple of weeks.

**BCKLWN** – no report.

**County Council** – GM stated that he had nothing else to report.

## **59. Accounts to be paid**

Mr Tim Hubbard proposed, Mr Martin Tate seconded payments.

ACCOUNTS to be paid:	
Berrymans Glass Recycling Ltd (URM UK Ltd)	£ 35.34 (£5.89 VAT)
E.on Energy (electricity)	£ 85.45 (£4.07 VAT)
Frank Moister (bus shelter materials)	£ 239.34 (£39.89 VAT)
Paul Slocombe (litter bags)	£ 40.00
K&M Lighting Services (Back Lane replacement LED)	£ 78.00 (£13.00 VAT)
Price & Co Limited (accountancy services)	£ 50.00
Martin Tate (Neighbourhood Plan sundries)	£ 163.32
Castle Acre Village Hall (Neighbourhood Plan meeting hire)	£ 50.00
Annual hosting fee castleacre.info (paid to Mrs Garry)	£ 66.00

**60. Village Maintenance**

**Hedges on other side of Jubilee Bridge along Bailey Street** – the Clerk to contact Highways to have these cut back.

**61 Public Question Time –**

**Castle Acre needs you to help save our countryside footpaths** – a resident promoted the planned mass walk of the village footpaths on Sunday 7 October at the village hall starting at 10am followed by tea/coffee.

**West Acre Ford** - if Castle Acre cannot close South Acre Ford, should the PC investigate what is happening at West Acre Ford?

**Timber Use** - any timber used by PC contractors in the village should be FSC timber, supporting British Timber production. Agreed to make this Council policy at the next meeting.

The meeting closed at 9.50pm.

The next full Parish Council meeting is on Thursday 11 October at 7.30pm.