

Castle Acre Parish Council

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Minuted record of Parish Council business conducted at the village hall on 10 March 2022 at 7.30pm.

Present: Mr L Fisher (LF) Chairman, Mr N Patrick (NP) Vice Chairman, Mr T Hubbard (TH), Mrs S Moister (SM), Mr M Tate (MT), Mr L Manson (LM)

In attendance: Mrs L Firth (Clerk), Mr J Moriarty (JM) Borough and NCC Councillor

119. Apologies: Mrs H Breach (HB), Mr S Allen (SA), Mr M Hickey (MH)

120. Minutes of the 10 February 2022 PC meeting

Items to be corrected-Under Tree report, TH requested to alter the wording of first sentence to: 'GW have very kindly offered to volunteer their time to the CA Heritage Fund project to complete the work that is required in this area.'

- Item 112.a- last sentence should have '-added to become, 'non-conformist burial ground'.
- Item 69.b last sentence change to 'installation' to 'installing'.
- Item NCC report, first sentence change 'this' to 'will'.

TH proposed approval of the Minutes which was seconded by MT.

121. Health & Safety

Tree Report:

- TH has confirmed with Greenman Woodlands that the PC wishes for the work required on the 3x Hornbeams on Stocks Green and the non-conformist burial grounds to go ahead. Cllrs also wished for TH to express their sincere gratitude for their offer to carry out the work on the burial ground in a voluntary capacity, as part of the heritage project.
- TH has been in contact with surveyors, Ligna Consultancy, to assess the 7 x Ash trees on the eastern access alleyway from North Street to the playing field their quote of £270 plus vat for the survey. This was approved by all and TH to confirm with Ligna.

122. Updates on actions required from previous meetings

41(2019) Surface water flooding and drainage issues.

1. Grips and drainage channel clearance carried out on Bailey Street just before Jubilee Bridge on the northern side. Clearance work on silt traps and drainage gullies on the Breckland side (along with those at the Newton Road bridge) have not yet been done. Clerk will follow up with Highways Breckland.
2. Highways BCKLWN have established the location of the outlet which provides the outfall for the lower end of the Massingham Road. Cllr MT to clarify how this will be monitored for maintenance in the future to avoid further blockages.
3. Percolation tests in Foxes Meadow have revealed that the proposed plan of increased soakaway drainage chambers is unsuitable as the ground will not absorb the water. Mr Wallace and Mr Jeffrey from the Highways department will conduct a site visit to develop a new plan to alleviate the flooding. Cllr MT has requested that he be present at the meeting.
4. CAPC still awaits an update from Holkham and Natural England regarding the maintenance/repair work on the Anglian Water surface water outlet on Minns Meadow. Clerk to pursue with surveyor at Holkham.

5. Cllr MT will draw to the attention of Highways BCKLWN (via Daniel Jordan) the following new issues: a) Carriageway damage and puddling on Back Lane opposite the junction with Little Lane where the water has contributed to the erosion of the verge and exposed buried pipework. b) Carriageway damage at South Acre Ford which now extends halfway across the roadway.

54. (2019) Permissive paths on Holkham land and Visitor car park

-No further updates

33. Banking update

LF received verbal confirmation from HSBC that the new mandate had been processed and that the PCs online banking application should be completed/reviewed in the following 10 (working) days. Clerk to attempt to utilise HSBC on-line banking after the set-up period.

38. Castle Acre ford - bank repairs

Cllrs discussed the PC's responsibility to inform HWs of the rapidly eroding highway close to the edge of the ford bridge on SA Road, as a matter of duty of care. Cllrs decided to ask MT to include this issue in his ongoing discussions with HWs.

67. South Acre Road TRO.

No further progress has been made regarding a consultation date for the S Acre rd TRO. MH/clerk to await communications from Highways. Cllrs discussed the suggestion of an official letter of complaint but felt it was not the most productive route to take at this time in the process.

71a. Queen's Platinum Jubilee Celebration June 2022 - update.

SM confirmed the funding had been applied for via the BC and that a decision would be notified in April. Volunteers would continue to plan the celebration. The clerk has submitted a request for a street closure on Stocks Green for Sunday 5th June 9am-9pm. Clerk has also sought permission from Holkham Estate for the use of the overflow car park on the day of the event. Lots of parishioners are volunteering to help and make food as well as community bunting being made.

80d. Visitor car park off Priory Lane- update

Cllr MT to contact Holkham in relation to further discussions regarding the lease of the Priory Road field for village car parking. The proposed scheme has numerous issues to address in addition to leasing the field. The CAPC needs to clarify terms of the lease before Holkham Trustees discuss at their summer meeting. Clarification will also be sought regarding the date of the Holkham Trustees meeting.

101d. Review signage on Pales Green and St James Green

Cllrs reviewed quotes from Uncles Luke's Sticker Shop and from Limelight Signs. Cllrs preferred Limelight signs products (also cheapest). Clerk to place order.

112b. Request for Grit bin at De Warrenne Place.

HW will not supply a grit bin free of charge. Clerk to find out the cost of grit bin and agree a location with HW near the entrance of De Warrenne Place. Cllrs suggested the verge between the entrance and the Castle Carpark as a suitable location.

123. Matters requested by Councillors.

Generic PC email address required for permanent sign on playing field play area entrance Cllrs agreed for the clerk to create a new email account with castleacrepc@gmail.com. to be used for all future correspondence.

124. Planning.

N.A.

125. Correspondence.

a. Land registry deeds/title search result for Pye's Lane Burial Ground- email

Clerk informed Cllrs that the Pye's Lane Burial ground has not been registered with the UK Land Registry.

b. Environmental Agency yearly electrofishing of Nar Valley in Minns Meadow notification email from resident

The Chairman of the local fishing society had notified the PC of the Environmental Agency's plans for electrofishing the Nar Valley river.

c. Bricknel Close rental properties priority to village residents - residents email to PC

A local resident informed the PC that Broadland, the housing association assigned to the Massingham road site, did not have plans to give priority to CA residents. CAPC contacted Holkham Estate to discuss why Holkham's earlier intentions to give locals priority was not happening. The Holkham contact was unaware of the housing association policy and was empathetic to the PCs frustrations. Contact agreed that they would contact Broadland and seek their support in offering CA locals priority. All Cllrs agreed pressure needed to be held on Holkham Estate to follow through on this issue. The N.P also supports local priority for new build housing and should be used to support this request.

d. NRF support to Community Resilience - email

PC received an email from the Norfolk Resilience Forum (NRF) a multi-agency group that is made up of the Emergency Services, Local Authorities and other agencies. NRF asked parish councils and other smaller local bodies if they wished to integrate into its processes. Following discussion Cllrs felt there was no need to engage with the NRF at the present time.

e. Updated bus services around Swaffham- email

The BC sent out a new bus timetable to the clerk. The clerk has printed and displayed them in the bus shelter. Soft copy will be posted on the PC web site.

f. Request from the PC's playing field maintenance company of cost increases to be applied to grass cutting charges.

The maintenance company who undertakes the playing field grass cutting has requested alterations to the current contract for 2022. There are two issues. Firstly, additional time is required to cut the grass around the new play area which was installed after the initial quote. This additional cutting time equates to £300 per year. Secondly, additional costs incurred due to the recent spike in fuel prices which were not foreseen by the maintenance company. They have asked for the agreed 2% pa increase to be raised to 5%. Cllrs discussed the request and although cllrs did not feel it was entirely unreasonable the CAPC had not allocated funds for this in the 2022 budget which has already been completed. Cllrs wish to review the new costs with the CAPFA at their next meeting in April and see if the committee can assist in covering these additional costs. Cllrs also wish for the clerk to ask the maintenance company for a breakdown of the annual cutting schedule, to see if it can be reduced to fit within the current budget. To be readdressed at the April PC meeting.

126. Reports.

Highways

N/A

Village hall

N/A

School

The school is still being adversely affected by covid and have put all relevant restrictions back in place.

CAPFA

- During the last committee meeting it was agreed that a new memorial bench would be installed in view of the football pitch near to the play area, in memory of a local family.
- The new table tennis table has been put into place and the final installation will be completed soon. Thanks was given to NP efforts in over-seeing this.

- The committee discussed the CAPC's request for the recycling banks to be housed inside the playing field gates near to the carpark. The committee seemed in favour of the idea if the CAPC would pay for a suitable hard base to be installed and then allocate half of the profits to the CAPFA thereafter.
- The village fete will be held in September 2022.
- MH to be asked to review the out of date documentation that exists between the CAPFA and the PC.
- The Bowls club was sadly unsuccessful in their application for BC funding.
- The gym equipment on the field needs to have instructional signs/stickers renewed or replaced.

Neighbourhood Plan - MT reported:

- All final updates have been made to the adopted version of the C.A.N.P and the link to this document is now available via the Borough Website. The P.C will need to make this link to the adopted version available on the PC website too. Cllr MT will submit the 'end of grant' documentation for the return of the underspend on the Locality/Groundwork Grant. The Neighbourhood Plan report will now focus on the Conservation Area, its review and efficacy and village status as a Key Rural Service Centre. These aspects of the village emerged during the work on the Neighbourhood Plan.

Cllrs MT and LF met with Steven King, Head of the Team at BCKLWN, on March 7th '22 and discussed the following;

1. planning applications and the role of the Conservation Officers in respect of upholding Policies within the Neighbourhood Plan.
2. the Conservation Area Character Appraisal and the plans for a review to ensure that the document is both current and accurate.

*Feedback from this meeting attached as annex to these minutes.

BCKLWN - JM reported:

- JM shared reports of the poor state of the BC's planning department with apparent lack of sufficient financial support from the BC.

Norfolk County Council (NCC) - JM reported:

Sibelco-

The Planning Committee at NCC agreed with the officer recommendation to tell the Secretary of State that, determining its application for the extension of the Grandcourt Quarry would have been refused on the grounds of loss of amenity. JM put on record his dismay at the number of lakes now despoiling this area of Norfolk, the residual issues of Anti Social Behaviour and that it's about time Sibelco began behaving like a good neighbour. The decision will have no impact on the emerging Waste and Minerals Policy which we should see next sight of later this month or in April.

Mayoralty-

The Government has opened negotiations with NCC on the idea of a Mayor of Norfolk, based at the County. The question will be initially what powers will be delegated down along with what funding. There will be no matching reorganisation of local government and this will not happen in the short term as the manner of governance at County changed from Committee to Cabinet in recent years and cannot change again due to primary legislation forbidding it. Probably looking at 2025.

Road Safety Community Fund-

No news until after the Council's Highways Capital Budget setting Committee meets in the next few weeks, the fund is heavily oversubscribed.

Liaison with NCC-

A significant investment has been made into the relationship between Norfolk County Council and the rest of the county with £160,000 committed over the next 2 years.

The County Council has funded the Norfolk Association of Local Councils (Norfolk ALC) to employ two members of staff who will be dedicated to improving the link between Norfolk's county, town and parish councils.

127. Accounts to be paid:

ITEM:	Cost to PC Budget:	Grant funded:
Npower Energy (electricity) Jan 2022 and Feb 2022 OVERDUE	£tbc (£ VAT)	
NLHF Project- project manager monthly fee, invoice AM5		£780
NLHF Project- lockable storage box for archealogical equipment, Amazon.co.uk- reimburse project manager		£49.99 (£8.99vat)
Holkham Estate land rental: Invoice Land at CA, S141- Invoice Pales Green, S142- Invoice Allotments, S143- Invoice CA Common, S144	£2 £10 £100 £1	
Norfolk ALC, clerk training course 'preparing for internal audit'	£30.00 (£5.00vat)	
Norfolk ALC annual membership fee	£190.65 -3% increase on last year	

TH proposed and MT seconded approval of the accounts, all Cllrs were in agreement.

128. Village Maintenance.

-Report of a streetlight in need of repair adjacent The Old Forge property on Newton rd.
Clerk to request repair.

129. Public questions.

- None.

The meeting closed at 21:25.

The next full Parish Council meeting is scheduled for **Thursday 14 April 2022** at 7.30 pm at the CA village hall.

Feedback from discussion with Steven King. 7th March 2022:

a. Conservation officers referencing the C.A Neighbourhood Plan during the planning application process.

In relation to the Castle Acre Neighbourhood Plan Policy HE.1 regarding the protection of Historic Assets (Designated and Non-Designated). The policies within the Neighbourhood Plan offer more specific guidelines regarding the considerations to be taken into account when assessing a planning application and a conservation officer will balance the pros against the cons of an application whilst making a decision and directly referencing the CANP policy, (which is in accord with the NPPF and the Local Plan), the Archaeology and Heritage impact statements which should accompany all applications with potential impact on Designated and identified Non-designated sites thus enabling, where necessary planning and conservation officers to make informed decisions.

Regarding Policy HE.2 which seeks to protect the Conservation Area officers do have specific guideline and the plan offers a detailed Village Character Statement to support decision making. So, the following will be applied during the process of decision making;

The established special character of the Conservation Area and its setting will be protected and reinforced. The policy states this will be achieved by:

- Encouraging the retention and maintenance of buildings which contribute to the overall character of the conservation area.
- Ensuring that new development is sympathetic to the special qualities and character of the Conservation Area.
- Protecting the setting of the Conservation Area from development which adversely affects views into or out of the area.

In relation to Important unlisted buildings in the current Conservation Area Character Statement proposals for the demolition, redevelopment or substantial alterations should demonstrate that consideration that has been given to retaining the:

- important character building or historic feature itself
- most distinctive and important features
- positive elements of its setting and its relationship to its immediate surroundings
- contribution that the building or historic feature and its setting makes to the character of the local area.

A heritage impact statement will provide the basis for these considerations.

Conservation officers make a judgement but appear to use their own methodology at site visits, e.g. view from different positions and angles. The ultimate planning decision weighs up the pros against the cons as mentioned earlier. Having a N.P helps as it provides a greater measure of detail in respect of what residents of the Parish feel is important, thus helping to protect the conservation area. It should also be noted that the character of an area is not just visual but the atmosphere, rural and small community aspects of Castle Acre are also qualities to be respected in a judgement as these also contribute strongly to the character of the village.

The PC should strongly use the N.P in their review and response to planning applications. The PC can use a planning consultant to support their responses.

Castle Acre P.C. could consider Article 4 protection to have tighter control over the impact of development and renovation in certain area of the village. Article 4 protection would need to be supported by the residents within the parish for them to be made and used.

Article 4s can:

- be very focussed and specific and do not have to apply to a whole Conservation Area. Specific locations can be identified for the benefits of the Article 4 protection.
- Article 4s cover design as well as materials.

- Article 4s can over style of development layout, e.g. Site appearance and layout is in keeping with a rural village rather than urban sprawl expanding towards suburbia.

2). Review of the Conservation Area.

The following was discussed with Steven King

- When is a review scheduled? (North Norfolk have a published plan of reviews)
- When will the map be updated taking account of demolitions, whole or partial. Particularly Important Unlisted Buildings.
- Is there a measure, in review, of progress made against identified detractors within a Character Statement.

The response to these points were;

1. There are no plans to review the Conservation Area due to costs and staff shortages. North Norfolk commissions this work.
2. The map in the current Character Statement/Appraisal is over 30 years old, 1990. Hence it is inaccurate/not up to date.
3. C.A.P.C could consider conducting its own Character Statement. This could incorporate N.P policies in respect of;
 - Protecting existing village character and assets
 - Controlling the negative impact of new development
4. A revised Character Statement would require local support.