



Meeting Minutes Mattishall Parish Council

Monday 5 February 2024 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler (Vice Chair), David Piper, Bob Burrell, Richard Turner, Janice Smith, Mike Onassis, John Pickering
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
Members of Public: 13

1 Apologies for absence

Apologies were received and accepted by Cllr Murray due to being on annual leave.

2 Members' declarations of interest in items on the agenda consider any requests for dispensations

Cllr's Fowler and Turner declared a personal interest in item 6.2, they are members of the Memorial Hall Committee.

3 To approve the minutes of the meeting held on 8 January 2024

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair. Proposed by Cllr Fowler and seconded by Cllr Smith.

4 Clerk Report

The Clerk reported the following.

4.1 Highways are looking into the four outstanding queries, two are the responsibility of Breckland for Street Names. The clerk was tasked with reporting these issues to Breckland and to include the faded sign at Welgate and broken sign at Church Plain.

4.2 The dog bin at Camping Close had been replaced.

4.3 The litter bin fixed to the Churchyard wall has a hole in the bottom. Due to the age of this bin and aesthetics it was agreed by the Council to keep it in situ if possible and to ask the Clerk to get some quotes for repair.

4.4 Grant application to the King's Coronation Living Heritage Fund had been accepted. Grant value of £826.00 for 24 fruit trees.

4.5 Hedges at the Allotments have been cut to the minimum requirement of 2 meters, as stipulated in the grass maintenance contract.

4.6 Steve Cutler Builders are hoping to start the rendering work to the two panels at the rear of the Playground area within the next 6 weeks, weather permitting.

5 Open forum for Public Participation

No questions were raised.

The chair brought forward item 7 on the agenda.

6 Planning

6.1. To receive results of planning applications

3PL/2023/1129/HOU: 6 Farrow Close; Proposed demolition of existing rear conservatory extension and construction of new larger single storey rear extension and associated alterations - **APPROVED**.

Appeal A Ref: APP/F2605/W/22/3299887: West End House, 135 Dereham Road; Erection of garage with store within the garden and new access – **APPROVED WITH CONDITIONS**.

3DC/2024/0002/DOC: Former Poplar Farm, 41 South Green; Discharge of condition No 16 on 3PL/2016/0395/0 – **APPROVED**.

3PL/2023/1010/VAR: Land North of 88 Dereham Road; Variation of condition No 2. and discharge of condition 3 on 3PL/2021/1423/F – minor revisions to the bungalow type and propose a double garage (variation of conditions) – **APPROVED**.

6.2. To receive recommendation from planning and monitoring group on current Application

The Council unanimously **AGREED** to submit the following comments to Breckland District Council. Proposed by Cllr Pickering and seconded by Cllr Onassis.

TRE/2024/0017/TPO: 7 Lime Tree Close; T10 – Oak – 4 metre reduction. Oak is situated in ditch constantly filled, propose 4m overall reduction to reduce over extended branches Current height approx 12m – No comment.

3PL/2023/1138/HOU: Rimington 93 Dereham Road; Amendment – garage re-sited and reduced - The Parish Council reconfirms its previous comments on this application and asks that they be considered in respect of the revised application.

3PL/2024/0028/A: 41 South Green; Proposed 2 x sales signage flags, 2 x advertising signage boards - The LPA is asked to consider whether the impact of the proposed banners (5.3 metres high) will have an adverse amenity impact on the neighbouring property 39 South Green. The Parish Council notes that permission is sought up to 31.5.25 and asks that, if approved, the banners are removed in advance of that date if possible.

TRE/2024/0007/TCA: Moat Farm, 35 Dereham Road; Requires 1 Metre Overall Crown Reduction - The Parish Council makes no comment.

3DC/2024/0002/DOC: Former Poplar Farm, 41 South Green; Discharge of condition No 16 on 3PL/2016/0395/O - The Parish Council accepts that if the Breckland Council Tree officer is satisfied that the 15 trees are diseased beyond

saving then they should be removed. However, the Parish Council asks that the LPA seeks to mitigate this significant loss of these important trees by insisting that they be replaced at a ratio of at least 2:1. i.e. a minimum of 30 replacement trees. The replacement trees should be considerably more mature than the suggested 8-10cm girth requested. The LPA should be provided with a detailed plan identifying exactly where the replacement trees will be planted, in order that they can be monitored and maintained as required – Comment already submitted due to time restraints.

3PN/2023/0035/UC: Richard's Hairdressers Church Plain; Application to determine if prior approval is required for a proposed Change of use from Commercial, Business and Service (Use Class E) to Dwellinghouses (Use Class C3) for second floor of the property only. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 3, Class MA - The Parish Council asks that the LPA be satisfied that the proposed change of use will not have a detrimental impact on the economic viability of the ground floor business.

3PL/2023/1188/F: Grain Barn 145 Dereham Road; Proposed conversion of barn to residential dwelling - The Parish Council does not accept the applicant's repeated assertion that "future residential development is to be expected in the immediate vicinity of the application site". This statement is not supported by current Local Plan/ Neighbourhood Plan policy. The applicant references the "brownfield" nature of the site, yet according to Breckland Council's records this area does not feature on the Brownfield Register. The Parish Council is concerned about the potential adverse impact on highway safety at the Dereham Road junction due to the resultant intensification of traffic. Norfolk County Highways have commented on undecided application 3PL/2022/1172/F that they have a "concern (that) rests with the intensification of an access with substandard visibility onto Dereham Road". The LPA is asked to take into account the likely cumulative impact of traffic at this junction should this and the outstanding application be approved. The LPA is asked to ensure that the proposal conforms to Neighbourhood Plan Policy HOU4 "Residential alterations and extensions", and that there is no adverse impact on the amenity of the neighbouring property (shared boundary). The LPA is asked to assess the proposal against the emerging reviewed Mattishall Neighbourhood Plan, policy Policy HOU3 Design and Character (having now completed the Regulation 14 consultation stage and due to be submitted at Regulation 15 stage prior to the due decision date for this application).

6.3. Neighbourhood Plan – The Parish Council was presented with the responses received as part of the Regulation 14 consultation. These represented comments received from community members, affected landowners, and statutory consultees.

Following a discussion, it was **AGREED** that:

1. The comments received and the proposed responses be accepted.

2. The Neighbourhood Plan Steering Group will proceed to prepare the Submission (Regulation 15) document and required statements.
3. The Draft Regulation 15 document be brought to the Parish Council for formal approval prior to submission to Breckland District Council.

6.4. Breckland Local Plan Regulation 18 and Development Strategy Consultation

The Council unanimously **AGREED** to submit the following comments to Breckland District Council.

1. YES, the Council agrees with the methodology for deciding which parishes should be Local Service Centres.

The suggested methodology is sound, although it should be acknowledged that in the current economic situation the viability of many of the criteria elements e.g. shops, public transport, pubs, community facilities is not certain and may change over time.

2. YES, continue with a settlement boundary approach.

On balance the hierarchical designation of Local Service centres and the associated “settlement boundary” policy brings clarity to a range of Local Plan policies. A settlement boundary clearly sets out a distinction between a settlement and its surrounding countryside where development is not acceptable unless in specific circumstances. The Settlement Boundary approach can also allow for “windfall” exceptions, where for example brownfield sites become available.

3. Ranking: c,a,f,d,e,b

Option c is totally consistent with NPPF paragraphs 123-130 in that it promotes effective use of land, maximising the use of previously developed land. Mattishall Parish Council supports the development of brownfield sites before any consideration is given to developing the open countryside, land in use for agriculture, fisheries, horticulture, orchards, plantation, forestry, woodland, mineral extraction or processing of waste, open spaces, sports and recreational facilities, allotments, school playing fields. Consistent with Scenario “C” Mattishall should not be required to allocate additional residential land. The 2019 Local Plan identified Mattishall as a ‘Local Service Centre’. Mattishall is currently required to accommodate a 10% growth in housing to 2036. This equates to an additional 149 dwellings. Mattishall has exceeded this number. As at March 2022 120 houses have been completed, and a further 85 have planning permission or are under construction. There are existing in-fill sites within the settlement boundary capable of being brought forward. ie the total figure is a minimum of 202. This is well in excess of a 10% increase in the reviewed plan period to 2036. Across Breckland consideration should be given to the capacity of the highway network to adequately accommodate whichever growth strategy is adopted.

Mattishall Parish Council supports scenarios that see growth concentrated in the existing market towns and at Robertson barracks. This presents the District Council with the opportunity to masterplan growth on these significant sites, thereby effectively planning for necessary social and physical infrastructure provision. This strategy helps retain and support the district's main asset that of its rural character and agricultural significance.

4. NO, the Council does not agree with this new criteria for assessing sites.

Whilst the proposed criteria are all relevant a number of important and additional considerations should also be included. These are:

- A) Breckland Council must follow a "Brownfield" first approach and therefore resist development proposals on greenfield sites.
- B) Consideration of policies within the current Local Plan and relevant Neighbourhood Plan. For example Mattishall site LPR/C54/DEV/307 is covered by Policy ENV2 protecting important views and vistas.
- C) Consideration should be given to whether sites have been proposed in the Local Plan review as Local Green Spaces eg. Mattishall sites: LPR/C54/DEV/307 and LPR/CS4/DEV307.
- D) These criteria consider each site in isolation. Consideration should be given to the cumulative impact on infrastructure (social and physical) should more than one site come forward.
- E) Flooding issues must be considered as a key criteria. Sites should be assessed against the Government's Long Term Flood Risk map. www.gov.uk/check-long-term-flood-risk. There is a serious existing problem with flooding in Mattishall caused by an inadequate foul water sewerage system. Additional development would be unacceptable unless this major infrastructure defect is addressed.
- F) The "trees and hedgerows" consideration is cursory. Greater emphasis should be applied to ecological and biodiversity matters, particularly in respect of the need to demonstrate Biodiversity Net Gain.
- G) The sites should be assessed against Norfolk C.C Minerals safeguarding policy.
- H) A more detailed assessment should be undertaken to assess highways and traffic safety issues- impact on traffic speeds and volume; cumulative impact of additional traffic.

6.5. Land Transfer of the Open Space Land at Dereham Road from Denbury Homes Ltd.

The Chair explained that Denbury Homes are near completion of works to the Open Space Land and are hopeful in having this completed by middle of next

week. It was unanimously **AGREED** to arrange a site visit to ensure all is satisfactory prior to signing the transfer documents.

6.6. Naming of the Community Woodland – Cllr Pickering had offered to compose a post to circulate to residents, encouraging them to put forward ideas for the naming of the Community Woodland.

6.7. Bayfield Homes, report was noted.

7. Finance

7.1. Approve the payment list, the list was unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Turner.

7.2. Grant application from the Memorial Hall was received and reviewed by the Council. The Council **AGREED** to push back the decision to July 2024 meeting, as a grant had already been awarded in June 2023 and our policy states that multiple applications within a 12-month period are not usually considered.

7.3. Internal Auditor Course provided by Norfolk Parish Training and Support, it was unanimously **AGREED** for the clerk to attend.

7.4. Department of Health and Social Care (DHSC) Community AED grant, it was **AGREED** to not apply as we did not meet the criteria of the terms of conditions. The clerk was tasked with looking at the options of having a solar powered defibrillator.

8. Open Spaces

8.1. Open Spaces Working report, was noted. The clerk updated the Council regarding the grit bins and explained that Highways will not consider supporting a grit bin that is located near or on a mapped gritting route. Highways have assured us that the two grit bins located at Church Plain and Back Lane will remain on their routes for filling up with salt. Any new grit bin locations will become the full responsibility of the Parish Council.

8.2. Allotment Association meeting notes was noted. The clerk was asked to obtain quotations for the proposal of an additional stand pipe at Burgh Lane Allotments, for the Council to consider. In addition, the Clerk had informed the Council that the allotment tenants to plots 7a and 9c tenancy agreements remain unpaid and signed. The clerk was asked to write to both tenants notifying that if payment is not received within 10 days their tenancy will be terminated and reallocated.

9 Village Map, no further update.

10 GOV.UK email domain, the Council reviewed all four quotations and options and unanimously **AGREED** to appoint Parish Online to be the domain host for the Council's GOV.UK email and website. Proposed by Cllr Piper and seconded by Cllr Burrell.

11 Barlow Charity, it was unanimously **AGREED** to appoint Cllr Smith as trustee to the Barlow Charity.

12 Annual Parish Gathering date was confirmed for Monday 22ND April. The Council **AGREED** to invite Jim Freeman from Galliford Try as a speaker along with sending the usual invites to Statutory Consultees and Local organisations and groups.

13 Mattishall Burgh and Charity, the Council unanimously **AGREED** the reappointment of Eileen Browne as a trustee for a 4-year term.

14 Youth Club, Cllrs Turner and Piper had met with the YMCA leaders and updated the Council that the contract had been extended to 31st May 2024. The new contract will commence from 7th June pending the approval from the Council. Attendance numbers will be monitored closely between now and then and Cllrs Turner and Piper will arrange a further meeting prior to the new contract start date.

Standing Orders were suspended

15 Events

15.1. D Day event, the Chair informed the Council following conversations with Mattishall Sports and Social Club the potential of commemorating D Day on Sunday 9th June. The Clerk was tasked with arranging a working date with interested members for an initial discussion and to outline details.

15.2. Planting a Christmas Tree on the Village Green was discussed. Cllr Pickering had offered to look into options in purchasing a tree and report back to the Council.

16 Correspondence and reports

16.1. SAM2 report was noted.

SAM2 new site locations was shared by Cllr Onassis. The Council **AGREED** to submit the new proposed locations to Highways for approval.

Location 1

South Green o/s No 15 on existing Post (30 mph sign)
For traffic heading North

Location 2

South Green o/s No 34 on existing post (30 mph sign)
For traffic heading South

Location 3

Burgh Lane new post on grassed area o/s No 17
For traffic heading both North & South

Location 4

Mill Road existing post (30 mph sign) in corner of front garden of No 8

For traffic heading South

Location 5

Dereham Road New post on grass area o/s No 68
For Traffic heading West

Location 6

Dereham Road New post on green triangle o/s No 79 and opp No 70
For traffic heading East

16.2. Flooding, nothing to report.

16.3. Breckland Community Workshop, unfortunately Cllr Smith was unable to attend due to feeling unwell, the clerk sent apologies on her behalf.

16.4. George Freeman MP response to supporting the Climate and Ecology Bill was noted.

16.5. Local Liaison Group correspondence was noted. Cllr Piper will be attending the upcoming meeting on Wednesday.

16.6. Vattenfall Norfolk Offshore Wind Zone correspondence was noted.

16.7. Norfolk Minerals and Waste Local Plan – Notification of submission was noted.

17 Agenda items for the next meeting; the Chair asked members to notify the Clerk of any agenda items for the March meeting.

The Chair closed the meeting at 22:02pm.

Payment List (approved at item 7.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (January)	£1314.38	£0.00
I Edwards	Expenses, Jewsons – sleepers for the play area	£75.30	£12.55
I Edwards	Expenses, Hombase, compost for the planting in the play area	£72.00	£12.00
I Edwards	Expenses, Jewsons, postfix bags	£12.24	£2.04
I Edwards	Expenses, Jewsons, additional sleepers for play area	£31.70	£5.28
A Rose	Expenses, John Lewis, Macbook	£1269.00	£211.50
TTSR	Grass Maintenance	£1063.52	£177.25
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£0.00	£0.00
Norfolk Pension Fund	Pension (January)	£441.96	£0.00
Ian's Services	Handyman (January)	£576.00	£0.00
Mattishall Memorial Hall	Hall hire for youth activities	£190.00	£0.00
YMCA	Youth Club services	£8000.00	£0.00
D Fowler	Expenses, Amazon, print cartridge	£15.49	£2.58
Glasdon	Dog bin	£218.26	£36.38
NPTS	Spring seminar training	£324.00	£0.00
D Piper	Expenses, mileage to meeting at YMCA	£19.26	£0.00
		£13,649.11	£459.58

Mattishall Neighbourhood Plan Review Steering Group

£0.00 £0.00

Payment paid by Lloyds Multipay Card (1st of each month)

Survey Monkey	Subscription (NPSG)	£99.00	£16.50
Post Office	Signed for 1 st for Mr Fiarcloth (NPSG)	£2.75	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£104.75	£16.50

Payment paid by direct debit on or after 1st January 2024

TotalEnergies	Electricity	£21.46	£1.02
		£21.46	£1.02