



# Meeting Minutes

## Mattishall Annual Parish Gathering

Monday 16 April 2025 at 7pm, Poultec South Green Park

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Present: Graham Clarke (Chair), Anita Rose (Parish Clerk), Paul Plummer (District Councillor) Paul Claussen (District Councillor), Sarah Suggitt (Deputy Leader and Executive Member for Housing and Planning, Breckland District Council), Simon Wood (Director of Planning and Building Control, Breckland District Council) and Mike Onassis (Neighbourhood Watch Co-ordinator) and 23 Members of the public.

### 1. Welcome and apologies for absence

Apologies of absence were received from PC Austin Clarke (Beat Manager, Norfolk Constabulary)

### 2. Approval of the minutes of the meeting held on 22 April 2024

The minutes of the 2024 meeting were signed by the meeting Chair as a correct record without amendment.

### 3. Report from Graham Clarke on the Council's year

The Chair gave a presentation on key events in 2024-25 and a short overview of Mattishall Parish Council activities. A copy of this presentation can be viewed on our website (Appendix 1).

### 4. Anita Rose on the Council's draft finances for 2024-25

The Clerk gave an overview of the Parish Council's finances which are subject to audit. A copy of the draft finances can be viewed on our website (Appendix 2).

### 5. Speakers; Simon Wood, Director of Planning and Building Control and Councillor Sarah Suggitt, Deputy Leader and Executive Member for Housing and Planning, Breckland District Council

Councillor Sarah Suggitt and Mr. Simon Wood introduced themselves and explained their responsibilities within the Local Authority at Breckland District Council. Areas covered within this department include development management, application support, enforcement, tree protection orders (TPO), and conservation areas. They also explained that planning applications are usually determined by a single officer but sometimes an application can be referred to a committee. Statutory consultees such as Parish Councils, Highways, and Natural England are consulted on all planning applications.

They reported that the Local Plan is currently under review due to the change in housing allocations from 625 to 953, a 45% increase. They advised that this has significant implications for delivering 953 houses and would involve looking at all sites, both large and small, to meet the 5-year land supply. The revised call for sites finished today, and Breckland District Council aims to work with the Parish Council to explain their activities and reasons. An invitation will be sent to the Parish Council in due course.

Breckland District Council currently has 13,000 individuals on the housing register and 120 in temporary accommodation. They noted that more houses are needed, especially 1-2 bed properties. Breckland is working with developers to make positive progress.

Mr. Wood and Councillor Sarah Suggitt expressed strong support for a Neighbourhood Plan and explained that it currently carries more weight than the Local Plan due to timings. They encourage all eligible persons to vote.



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### 6. Statutory Bodies

**County Councillor Bill Borrett** did not attend but has provided a report that can be viewed on the Parish Council's website. (Appendix 3)

**District Councillor Paul Claussen** shared copies of his report for circulation. A copy can be viewed on the Parish Council website (Appendix 4).

**District Councillor Paul Plummer** reported that he attends Parish Council meetings, assists residents within the village, and encourages people to reach out via his contact details on the Breckland District Council website. It is with deep sadness that he also reported the loss of a fellow District Councillor and a Parish Clerk last year.

**Mike Onassis, Neighbourhood Watch Area Co-Ordinator**, introduced himself and stated that he collaborates closely with the Police. He explained that Neighbourhood Watch is the largest volunteer crime prevention organisation in the County, boasting 2.3 million members, including 1800 members in Norfolk. He urged residents to participate in the Priority Setting Meetings, which provide a platform for the public to address any issues.

### 7. Village Reports

Reports were received by the following organisations.

#### **Poultec – Ben Gaskins, Associate Director**

Mr Gaskins explained that Poultec have three companies, Poultec Business Park, Gymtec and Poultec Training. They provide apprenticeships throughout UK predominately in Poultry and Dentistry. They currently have 60 apprenticeships within Norfolk. They also provide training courses in Catering, Barbering and Engineering Courses.

#### **YMCA – Catherine Watling**

YMCA are a large organisation working with young people. Ms. Watling had explained that hard work from staff commitment, passion and consistency has aided the success of Mattishall youth club. She presented the attendance numbers from the month of June 2024 and compared them to the month of March 2025. Juniors have increased from 49 to 84 and seniors from 30 to 66. They do continue to have staffing challenges due to sickness, but she advises that they are looking at recruiting adult volunteers and permanent staff to help with these challenges. The groups are as follows Junior ages from 5-11 and Senior ages from 12-16.

#### **Barlow Charity – Janice Smith**

Mrs. Smith gave an overview of the Charity. She explained that Mr. and Mrs. Barlow left a legacy to the village which enabled the provision of 10 affordable houses to the residents of Mattishall. The responsibilities of the Barlow Charity regarding these houses are to maintain the car park and paint the perimeter of the houses every 5 years. The Parish Council is the sole member and appoints the trustees.

#### **Mattishall & Burgh Charity – Fred Garner**

Mr. Garner read his report which can viewed on the Parish Council's website (Appendix 5)

#### **Community Allotments – Roisin Murray**

Mrs. Murray explained that the Community Allotments have acquired two plots at the Kingfishers allotments which is a hub for people to connect. Residents are welcome to come along and explore. Mattishall Allotment Society and Mattishall Parish Council were thanked for the grants to



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help with the creation and set up of the Community Allotments. Adrian Wood was thanked for providing a bench. A dedicated facebook page has been set up for residents to hear all about any events / updates regarding the allotments and community woodland.

### **Womans Institute – Roisin Murray**

Mrs. Murray reported that the group has 30 members, three of which are new. They meet the 2<sup>nd</sup> Wednesday of every month. They arrange outings like ten pin bowling, cinema, meals out and dancing. This group is a great way to meet people; they encourage all to come along.

### **Mattishall Allotment Society – David Piper**

Mr. Piper introduced himself as the Chair of the Society and thanked Roisin Murray (Secretary of the Society) and Peter Kett (Treasurer of the Society) for their hard work over the last year. He also thanked the Parish Council for their financial contribution in the initial set up costs. He reported that all 23 plots at the Burgh Lane site are occupied with 23 out of 24 plots at the Kingfisher site occupied, leaving 1 plot vacant. The Society will next meet on 1<sup>ST</sup> July with their Annual General Meeting held sometime in December.

### **Public Participation Group (PPG) – Sue Pendlebury**

Ms. Pendlebury introduced herself as the Chair of the group and explained that the purpose of the group is to provide a direct link to the surgery and pharmacy, addressing issues and concerns raised by the public, to help improve the services. There are 10 members which meet with the surgery every 2 months. New members are welcome.

### **Bowl's Club – Gerry Goldner**

Mr. Goldner has been a member of the Bowl's Club for the last 6 years and welcomes new members. The club has one of the best greens in Norfolk. Please pick up a leaflet if interested and get in touch. Please come along and give it a try.

### **Footpath Warden – Wallace Murray**

Mr. Murray explained that he was appointed by the Parish Council as a Footpath Warden (volunteer). He reported that since taking on this role, he has established 21 public right of ways, 11 missing or damaged signs, 3 bridges needing urgent attention and 1 path missing. All of which has been reported to Norfolk County Council. He was pleased to report that some have already been rectified. He encourages anyone to report any issues directly to [Norfolk Highways](https://www.norfolk.gov.uk/norfolk-highways) or alternatively contact Mr. Murray directly on [fbw.mattishall@gmail.com](mailto:fbw.mattishall@gmail.com).

### **Neighbourhood Plan – David Fowler**

Mr. Fowler shared information on the upcoming Mattishall Neighbourhood Plan referendum which will be held on Thursday 15<sup>th</sup> May. The plan and associated Design Guide can be viewed on the Parish Council's website [www.mattishallparish.gov.uk](http://www.mattishallparish.gov.uk). A paper copy can be viewed at Breckland District Council offices and at the reception desk here at Poultec. He thanked all members of the steering group for their hard work over the last three years. He thanked Breckland District Council and Groundworks for the funding and thanked all residents of Mattishall for their contribution.

The Chair thanked all for attending

Meeting closed: 21:17