



Meeting Minutes Mattishall Parish Council

Monday 2 June 2025 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke (Chair), David Fowler, Bob Burrell, Janice Smith, John Pickering, Roisin Murray, Martin Goodrum
Parish Clerk: Anita Rose
District Councillor: Paul Plummer
Members of Public: 2

1 Apologies for absence

Apologies were received and accepted for Cllr Piper for annual leave. No apologies were received from County Councillor Bill Borrett and District Councillor Paul Claussen.

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

Cllr Goodrum declared an interest in item 7.1. and will not participate in any vote.
Cllr Pickering declared an interest in item 9.2. planning application number PL/2025/0579/FMIN.
Cllr Murray declared an interest in item 16.1.

3 To approve the minutes of the annual meeting held on 6 May 2025

The minutes of the meeting were **APPROVED** without amendment and signed by the Chair.

4 Councillor Vacancy

Following Mr Onassis's resignation, the Council has a vacancy to fill. The Council thanks him for his two and a half years of service and contributions to the village. The Clerk stated that the Vacancy Notice is complete and awaiting confirmation from Breckland on whether an election will be held.

5 Clerk Report

The Clerk reported the following.

5.1. The Clerk advised all Councillors in accordance with the Data Protection Information Audit to delete all necessary emails for the month of December 2024.

5.2. The Clerk informed the Council that Cllr Smith had started her Safeguarding Level 2 qualification, whilst Cllr Murray had completed hers. Renewal will be carried out in 2 years' time.

5.3. The Clerk reported no new information regarding the 20mph speed extension. She mentioned that she will follow up with Mr. Gunn from Highways before the July meeting for an update.

5.4. The Clerk stated that there is no new information regarding the drafting of the Emergency Plan. It is anticipated that work will commence during the less busy periods in July or August.

5.5. Mr. Edwards had confirmed that the guttering repairs at Dereham Road bus stop will be completed in the next couple of weeks.

5.6. The Clerk confirmed First Aid Training for Cllr Smith; Cllr Murray and the Clerk has been completed. Renewal will be carried out in 3 years' time.

5.7. The Clerk requested a delay of her appraisal due to workload and upcoming annual leave. The Council agreed to the extension, a new date will be agreed.

5.8. The Policy and Procedures Working Group will be reviewing the policies agreed at last month's meeting on Thursday 26 June.

5.9. The Clerk reported no new information on the dog bins at Kingfishers but will provide an update at the July meeting.

5.10. The Clerk informed the Council that the Memorial Hall Committee has raised their hall hire rates by 5% to £16.25 per hour (minimum of 2 hours), effective from 1 June.

6 Open forum for Public Participation

A member of the public inquired about seating at Kingfishers. The Chair confirmed that seating is included in the open spaces plan.

7 Finance

7.1. Grant application

The Council reviewed a grant application from the Patient Participation Group (PPG) for marketing products to help raise their profile. The Council raised concerns as the group was not fully established and lacked branding, advising them to re-apply with a detailed plan once established. The Council advised that social media is a great platform to promote and explain its purpose.

District Councillor Paul Plummer suggested contacting clerks in neighbouring villages.

7.2. The payment list

The list was unanimously **APPROVED**, proposed by Cllr Fowler and seconded by Cllr Pickering. The full list can be viewed on the last page of the minutes.

8. Insurance

The Council reviewed the 2025-26 quotations and unanimously **AGREED** to appoint Clear Councils (Ecclesiastical Insurers) for £906.42, agreeing to enter into a 3-year fixed rate agreement. Proposed by Cllr Clarke and seconded by Cllr Murray.

9. Planning

9.1. To receive results of planning applications

There were none.

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

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

PL/2025/0605/FMIN: Land to rear of Nomads, 127 Dereham Road; proposed residential development - Mattishall Parish Council **OBJECTS** to this proposal.

Mattishall Parish Council has set out below its comments in relation to the submitted application and statements made in the accompanying Planning Statement.

Principle of Development

The Planning Statement confirms that Mattishall has exceeded its identified housing target by 56 dwellings (37% in excess). It is therefore erroneous to suggest that a further three dwellings would not be “significant”. Whilst it is acknowledged that the Breckland Local Plan is currently under review, the Mattishall Neighbourhood Plan (MNP) has recently (15th May 2025) been endorsed at referendum and now carries full weight as part of the Breckland Development Plan. MNP Policy HOU01 must therefore apply, resulting in the non-compliance of this proposal. There are a number of relevant (material) Breckland Development Plan Policies (Local Plan and Neighbourhood Plan) that demonstrably outweigh any rationale of considering the NPPF in isolation. The starting point for decision making must be the status of the Development Plan, and that includes the full weight afforded by the Mattishall Neighbourhood Plan. The appeal cases quoted by the applicant are not relevant in this instance, as taking the proposal on its own merits, there are significant material considerations within the Breckland Development Plan that apply. Therefore, the introduction of three dwellings in this location is not considered to be sustainable development, and as such, the development proposal conflicts with Policies GEN01, GEN03, GEN05, HOU02 and HOU03 of the Breckland Local Plan (2023), as well as Policy HOU1 of the Mattishall Neighbourhood Plan.

Access

The LPA is asked to consider the impact on highway safety of the proposed new access onto Dereham Road (C200). The proposed access point (narrow, with potential conflicts) on the C200 regularly experiences excessive speed (evidenced by Mattishall Parish Council SAM2 cameras) and is located almost immediately opposite a newly created junction serving fifty properties, community allotments, community woodland and orchard at the Kingfisher development. The Local Planning Authority is also asked to assess the impact of using part of the existing access to “Nomads”. Relevant policies to consider are MNP TRA1 and MNP TRA2.

Design and amenity

The Local Planning Authority is asked to consider this application with regard to

the appearance of the proposal, as well as the impact on neighbouring residential amenity. Consideration should be given to policies COM1, COM3, HOU11 and GEN2 of the Breckland Local Plan (2023). Reference should also be made to the recently amended policy HOU03 of the revised Mattishall Neighbourhood Plan (now approved at Referendum stage and carrying full weight). Specifically Neighbourhood Plan Policy HOU3 which requires the application to be accompanied by a Design Guide and Code checklist (Appendix 4 of the reviewed Neighbourhood Plan). Section 4.2 of the Mattishall Design Guide and Code (Final report October 2023) sets out that the LPA should use the Guide as a "reference point, embedded in policy against which to assess planning applications (and that) the guidance and codes should be discussed with applicants during any preapplication discussion".

Tranquillity and dark skies

Evidence must be provided to demonstrate that the development proposal has met/is conditioned to ensure compliance with policy MNP ENV6.

Nutrient Neutrality

The LPA is asked to ensure that the proposal fully meets the requirements to deal effectively with nitrogen and phosphate. The Parish Council notes that the "Off-site" option of Orchard Cottage, Common Road, Welbourne, South Norfolk District is a new build property currently advertised for sale (Rightmove).

Flood Risk

The Government Flood Risk map for planning clearly shows that the ditch to the west of the proposed development (H3) is subject to surface water flooding. The affected area extends towards the development site in a 1:100 and 1:1000 scenario likelihood. The preliminary Ecology Survey Page 18 refers to the wet ditch (along hedgerow H3) "is in the process of being culverted". Clearly this is unacceptable and in conflict with MNP Policy ENV9 "Flood risk and damage". Culverting of this important water course would add to the flood risk in the area. Paragraph 4 of MNP ENV9 states that "development proposals that do not meet (the policy's) requirements will not be supported".

Biodiversity, Trees and Hedges

The application form incorrectly states that there are no trees or hedges on land adjacent to the proposed development site. In fact, there are hedgerows of significant importance to the local landscape character to the east, west and north of the development site. The proposal must ensure that it has met all aspects of the new MNP Policy ENV7, particularly in relation to hedgerows and the potential adverse impact on priority habitats, SSSIs and County wildlife sites within the zone of influence. The proposal is that offsite habitat enhancements will be delivered, yet there is no evidence of a unilateral undertaking statement. It should be noted that the Preliminary Ecological Survey was undertaken at a sub-optimal time of year (December 2024) and therefore its findings cannot give sufficient confidence in the categorisation and assessment of important site features.

Conclusion

Mattishall Parish Council urge the LPA to **refuse** this speculative proposal on the following grounds:

The proposal would result in adding another three dwellings adjacent to the

settlement boundary of Mattishall which has already significantly exceeded its target by 37%. The introduction of dwellings in this fringe location is not considered to be sustainable development, and as such the proposal conflicts with Policies GEN01, GEN03, HOU2 and HOU3 of the Breckland Local Plan; and Policies HOU1 and HOU3 of the Mattishall Neighbourhood Plan. The development would erode the spacious quality of the area, therefore having an impact on the character and appearance of the immediate area. The introduction of built form in this area of open countryside would alter the appearance of the area, eroding the Intrinsic character and beauty of the countryside and urbanising an area that is situated outside of the defined settlement boundary resulting in material harm to the character and appearance of the open countryside contrary to Policies GEN 02, COM 01 and ENV 05 of the Breckland Local Plan, as well as paragraphs 127 and 130 of the NPPF, and Policy HOU3 of the Mattishall Neighbourhood Plan. The Proposal would create additional highway safety risks (inadequate shared drive, inadequate visibility splays) and is therefore contrary to MNP policy TRA1. Insufficient biodiversity net gain and nutrient neutrality information has been provided to demonstrate that the proposal would not cause adverse impacts to the integrity of protected habitats. As a result, the proposal conflicts with paragraphs 174 and 180 of the National Planning Policy Framework, which indicates that development should protect sites of biodiversity value and contribute to and enhance the natural environment having regard to water quality and pollution. This precautionary approach is in line with the requirements of The Conservation of Habitats and Species Regulations (2017), and the granting permission for the project would be contrary to the provisions of the Habitat Regulations which require the integrity of the above Habitat sites to be maintained, or it be demonstrated that the three derogation tests are complied with. Insufficient information has been provided to adequately assess the impact of the development with respect to affected existing trees and hedges on or adjacent to the site. Therefore, the proposal is contrary to Policy ENV06 of the Breckland Local Plan (2023). The application site is adjacent to areas at risk of surface water flooding. The application has therefore failed to demonstrate that there are no more sequentially preferable sites (sites at lower risk of flooding) within Breckland for the proposed development.

PL/2025/0579/FMIN: Land South of Dereham Road; proposed new dwelling, driveway and amenity - The Parish Council has reviewed the LPA's decisions on previous applications 3PL/2021/1423/F, 3PL/2023/1010/VAR. It is acknowledged that these previous approvals carry significant weight. However, the LPA is now asked to consider the relevant policies in the recently prepared Mattishall Neighbourhood Plan (endorsed at referendum 15.5.25). Specifically, an assessment should be made against MNP policies: HOU1 (the proposal lies outside the settlement boundary); HOU3 (the proposal must take account of the recently prepared Mattishall Design Guide and Code); TRA1 (to ensure the proposal does not create additional highway safety risks); ENV3, ENV7, ENV9 (relating to environmental, biodiversity, flood risk and drainage issues).

PL/2025/0686/HOU: 13 Lime Tree Close; proposed single storey front extension and side extension - The LPA is asked to consider this application with regard to the appearance of the proposal, as well as the impact on neighbouring residential amenity. The LPA is asked to consider whether there would be an

unacceptable impact on highway safety as a result of reduced on-site parking provision (Mattishall Neighbourhood Plan policy TRA1).

Consideration should be given to policies COM1, COM3 and GEN2 of the Breckland Local Plan (2023), and relevant policies HOU03 and HOU04 in the Mattishall Neighbourhood Plan. The LPA is asked to assess the application against the Mattishall Neighbourhood Plan 2025 (endorsed at referendum 15.5.25) Design Guide and Code at Chapter 4.1 (Checklist). In particular, reference should be made to: General design - Does the development respect surrounding buildings in terms of scale, height, form and massing? Does the development adopt contextually appropriate materials and details? Building heights and roofline considerations.

9.3. Call for Sites

The Planning Monitoring Group presented the Council with Breckland District Council's 2022 and 2025 site proposals, totalling 398 and 79 dwellings respectively. This could increase Mattishall's housing stock by 54% since 2021. Breckland District Council invited Council members to discuss each proposed site against assessment criteria. Cllr Fowler and Cllr Clarke will attend and report back to the Council.

9.4. The Neighbourhood Plan

The steering group reported an overwhelming yes vote to the Neighbourhood Plan. The poll results are as follows; Yes 348, 83.6%, No 63, 15.1% with a 17.1% turnout. The group reported that Breckland District Council should ratify the plan at their Cabinet meeting on 25 June.

9.5. Bayfield Homes

8 properties are now occupied.

10. Open Spaces

10.1. Open Spaces Working Group

No report received. Cllr Smith reported that upon the recent open spaces inspections she was pleased to see a great community spirit at Kingfishers in volunteers making benches and notice boards. The Allotment Society and members of the Wild and Wood Committee were thanked for all their hard work.

10.2. Litter Picking Risk Assessment

The Council unanimously **AGREED** to the Litter Picking Risk Assessment. Proposed by Cllr Smith and seconded by Cllr Fowler.

10.3. Community Open Spaces Risk Assessment

The Council unanimously **AGREED** to the Community Open Spaces Risk Assessment. Proposed by Cllr Smith and seconded by Cllr Fowler.

10.4. Wild and Wood Committee

The Committee reported a great turnout for tree planting and thanked attendees for their help and continued effort in watering. They also thanked Mr Frosdick and

the Fire Brigade for using their truck's unused water to irrigate the field. So far, we have lost 15% of the whips and 2% of the orchard trees.

The Council thanked the Men's Shed for installing the new noticeboard at Kingfishers. They agreed to purchase and install a "Mattishall Parish Council" plaque just below the drip board.

10.5. Grass cutting at Kingfisher's Woodland

After reviewing the revised costings for the additional grass cutting, the Council unanimously **AGREED** to cut the Community Wood biweekly between now and October at £65 + vat per cut.

10.6. All Saint's Mattishall Churchyard Wall

The Clerk has been requested to organise a working group consisting of Council members and interested members of the public to assist in the removal of moss and ivy from the Churchyard Wall. The Clerk will coordinate a suitable Saturday between 10:00 am and 12:00 pm for this activity. Additionally, the Clerk is to procure a selection of wire brushes for this purpose.

11. Barlow Charity

After meeting with Mattishall Parish Council and reviewing their constitution, the Charity clarified that they are responsible for maintaining the Barlow Houses' car park at Old School Green and the exterior painting every five years, with the next in 2026. They also confirmed their insurance renewal, including trustee indemnity.

12. Kingfisher Allotment Gate

No update.

13. Youth Club

13.1. 2025/26 Service Level Agreement

The Service Level Agreement (SLA) for 2025/26 was unanimously **AGREED**. Proposed by Cllr Murray and seconded by Cllr Goodrum.

13.2. Letter to Director of Children's Services at Norfolk County Council

The council unanimously approved Cllr Fowler's draft letter to the Director of Children's Services at Norfolk County Council requesting financial support. He was thanked for his assistance.

13.3. May attendance numbers

The Youth Club attendance figures for May were as follows:

Week	Date	Juniors	Seniors
1	02/05/25	21	13
2	09/05/25	24	9
3	16/05/25	22	15
4	23/05/25	14	14
5	30/05/25	16	13

Cllr Murray suggested discussing the limited outdoor space shared by the YMCA and the Cricket Club with the Mattishall Memorial Hall Committee to find a

solution for both parties to use the open space, as there is ample space available.

14. Correspondence and reports

14.1. SAM2

The Council appointed Cllr Goodrum to manage and reposition the SAM2 machines. Cllr Goodrum will coordinate with Mr. Onassis for a smooth transition. Mr. Onassis was thanked for his support during his time as a Councillor.

14.2. Footpath Warden

The Council reviewed and acknowledged a detailed footpath report submitted by Mr. Murray. The Council expressed their appreciation for Mr. Murray's ongoing dedication to maintaining the footpaths throughout Mattishall.

14.3. A47 / Norwich Western Link nothing to report.

15. Agenda items for the next meeting; Wild and Wood Committee update.

16. To pass a resolution (under the Public Admission to Meeting Act 1960) to exclude members of the public and press for the following confidential item:

16.1. Legal matter

The Council unanimously **AGREED** on the requirement of legal representation and asked the Clerk to investigate fees.

The Chair closed the meeting at 21:34pm.

Payment List (approved at item 7.2)

Payment to	Description	Payment	VAT to be reclaimed
Clerk remuneration	Salary, PAYE, pension	£2,100.05	£0.00
A Rose	WAH Allowance	£26.00	£0.00
Ian's Services	Handyman (May)	£1147.50	£0.00
Roisin Murray	Expenses	£42.49	£5.35
Southgreen Park (Poultec)	Hall hire for the next 6 meetings	£360.00	£60.00
		£3676.04	£65.35

Mattishall Neighbourhood Plan Review Steering Group

£0.00 £0.00
£0.00 £0.00

Mattishall Wild and Wood Committee (WWC)

Jewson	Materials for shed base at Kingfishers	£92.39	£15.40
Jewson	Cement mixer hire	£42.34	£7.06
		£134.73	£22.46

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

Microsoft	Family 365 renewal	£104.99	£17.50
Virtual College	2 x Safeguarding courses	£72.00	£12.00
Vodavone	Mobile top up	£50.00	£0.00
Lloyds Bank	Credit card monthly fee	£3.00	£0.00
		£229.99	£29.50

Payment paid by direct debit on or after 1st April 2025

TotalEnergies	Electricity	£21.71	£1.04
Scribe	Accounts subscription	£58.80	£9.80
ICO	Data protection	£52.00	£0.00
		£132.51	£10.84