



## Meeting Minutes Mattishall Parish Council

Monday 4 August 2025 at 7pm  
Poultec Business Park

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Parish Councillors present: Graham Clarke (Chair), David Fowler, Janice Smith, David Piper, Martin Goodrum, Roisin Murray  
Parish Clerk: Anita Rose  
District Councillor: None  
Members of Public: None

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### 1 Apologies for absence

Apologies were received and accepted for Cllr Pickering and Cllr Burrell due to annual leave. Apologies were also received from District Councillor Paul Plummer. No apologies were received from County Councillor Bill Borrett or District Councillor Paul Claussen.

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

There were none.

### 3 To approve the minutes of the annual meeting held on 7 July 2025

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

### 4 Co-option

The Council unanimously **AGREED** to co-opt Lloyd Frosdick as Parish Councillor, proposed by Cllr Murray and seconded by Cllr Goodrum. He is currently a member of the Wild and Wood Committee. Lloyd Frosdick was absent on annual leave. The Council approved deferring the declaration of office signing to September.

### 5 Finance

#### 5.1. SLCC

The Council unanimously **AGREED** to renew the annual subscription with SLCC. Proposed by Cllr Piper and seconded by Cllr Goodrum

#### 5.2. Tree Inspection

The Council unanimously **AGREED** to appoint Treecare Consultants to carry out the bi-annual tree inspection to the All Saint's Churchyard, Cemetery and Allotments at Burgh Lane. Proposed by Cllr Piper and seconded by Cllr Goodrum.

#### 5.3. The payment list

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

## 6. Planning

### 6.1. To receive results of planning applications

3PL/2023/1164/F: Sycamore House, Yaxham Road; to change the use of detached outbuilding to provide holiday accommodation as a "Well-Being Retreat" providing overnight accommodation with the option to purchase wellbeing treatments - **REFUSED**.

PL/2025/0776/TCA: Madingley, 30 Dereham Road; T1 conifer – fell, T2 conifer – reduce height from 8-6m, T3 yew – in decline pollard at 4m, G1 mixed group raise over highways to 5.2m – **APPROVED**.

### 6.2. 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 Murray and seconded by Cllr Goodrum.

**PL/2025/1019/HOU:** Orchard Cottage, Stone Road; First floor rear extension including balcony; The Local Planning Authority is asked to consider this proposal against Policy MNP HOU4: Residential alterations and extensions. Specifically, the Parish Council notes that there is no evidence that the proposal has been informed by the Mattishall Design Guide and Code (Supplementary Planning Document 2025), and that, to comply with this Neighbourhood Plan policy, the application "should be accompanied by a completed Household extensions checklist". The LPA is asked to consider whether the proposal complies with Breckland Local Plan Policies GEN02 (promoting High Quality Design); COM01 (design); HOU11 (residential replacement, extension and alteration).

**PL/2025/0993/FMIN:** The Former United Reformed Church, Welgate; Application for change of use of land to provide off-street parking for visitors to the pre-existing Welgate Church - The application states that the property on this site is a "pre-existing Church" and the Design and Access Statement presumes that the building has been "in continuous use as a place of worship for over 150 years". In fact, the building ceased its use as a place of worship at least six years ago. In 2017 planning approval was granted for its conversion to a residential unit with three car parking spaces.

The LPA is asked to note that the former church building is a "Non-Designated Heritage Asset" (Mattishall Neighbourhood Plan Policy ENV1). This Policy requires the LPA to take a "balanced judgement" on proposals that have an effect on the important heritage asset, having "regard to the scale of and harm or loss".

The LPA is asked to note that previous planning approval 3PL/2017/1034/F removed future Permitted Development rights for classes A B C D & E. The proposal indicates the site's likely use to be "one service early on Sunday morning, occasional services on Sunday afternoons and one regular service on Monday early evening."

The LPA is asked to consider the proposal's impact against Mattishall Neighbourhood Plan Policy ENV6 which states that development proposals

"should not disturb the tranquilly of the plan area through...excessive noise intrusion either by the operation of the development concerned or by associated transport impacts".

The use of the car park "early on Sunday morning" and its impact on neighbouring residential properties should be considered.

Similarly, the impact of additionally generated traffic/parking by the "30" site users will have an effect on nearby residential amenity and highway safety. The site entrance with restrictive visibility is immediately adjacent to Willow Close; there is no pedestrian footway adjacent to the site; the carriageway in this vicinity is narrow; any on street parking in this area would restrict the visibility of existing residential driveways.

Mattishall Neighbourhood Plan Policy TRA2 states that "new community facilities...or the extension of existing facilities should provide off-street car parking spaces to development plan standards".

Should the Planning Authority be minded to approve this application then consideration should be given to imposing planning conditions to ensure that the former church and surrounding land will not be used for any commercial purposes or other non-religious activities. Restrictive hours of operation conditions should also be considered.

**PL/2025/0605/FMIN:** Land to rear of Nomads, 127 Dereham Road; Additional comment to applicant's supplementary information submitted to the LPA dated 30.8.25 - Mattishall Parish Council has considered the supplementary information submitted to the LPA dated 30.8.25 and makes the following comments in additional support of the Parish Council's formal objection. Clearly, the LPA will be mindful that Planning appeal decisions are not binding precedents. Each planning application is assessed on its own merits, based on the specific facts and circumstances. Notwithstanding that, in relation to the submitted appeal decision relating to an application to Lancaster City Council, Mattishall Parish Council asks the LPA to note the fundamental differences between the appeal application and the Mattishall proposal. In particular, these differences relate to:

- a. the status and weight to be afforded to the Mattishall Neighbourhood Plan which identifies this site as unsustainable MNP HOU01;
- b. the requirements of the Mattishall Design Guide and Code (SPD) which identifies the Mattishall site's designation as being a "Countryside Character Area" and that proposals should conform to the requirements of paragraphs 5.2-5.4;
- c. Green Belt/Grey belt matters not being relevant in Breckland;
- d. the Mattishall scheme makes no contribution to specialist housing need or indeed to affordable housing.
- e. Highway Safety the Lancaster appeal decision states "As a statutory consultee, the view of the HA must be accorded significance and compelling reasons are required for any departure from that, as per the case referred to concerning Visao Ltd [CD11.7]."

In the case of the Mattishall application the HA has stated "The LHA highlights that the proposed accesses do not meet the current minimum specification requirements in visibility or construction, effects a drainage ditch and an existing pedestrian crossing point with recommendation that the Application as presented is refused."

In relation to flooding concerns, Mattishall Parish Council concurs with the Breckland officer's view that a district-wide sequential test is required because parts of the site fall within mapped surface water flood risk areas. This view is supported by Appeal Ref: APP/F2605/W/22/3301662 relating to a proposal for four dwellings located at Land to the West of Rayners Way, Mattishall, NR20 3NQ, 230 metres to the south of the submitted site. In the absence of a flood risk sequential test the appeal was dismissed with the Inspector concluding that "Ultimately, without up-to-date modelling in specific relation to the appeal site and proposal before me to demonstrate otherwise, I am led to the indication provided by the EA data that the site is at risk from surface water flooding, and that a sequential approach to development should be undertaken in order to establish whether the development could take place at a location with a lower risk of flooding."

**Environment Information Request (EIR) to Anglian Water:** The Council **AGREED** to submit the following comment to Anglian Water to help provide the Council with useful information when considering housing allocation proposals, as part of the local plan process. Recent events have raised concerns about the foul water capacity in Mattishall following a collapsed sewer at Norwich Road / Dereham Road.

Mattishall Parish Council requests the following information under the Environmental Information Regulations 2004. As a public body Mattishall Parish Council believes that the requested information should be provided at no cost to the parishioners of our village.

Please advise in advance of information provision if Anglian Water propose to make a charge. At any stage Mattishall Parish Council would welcome a discussion with a senior representative of Anglian Water to help us fully explain our information request. Please contact the Parish Clerk if Anglian Water would also find that helpful.

Mattishall Parish Council is concerned about the capacity of Anglian Water's foul water infrastructure to:

- a. effectively manage the current residential and commercial requirements within the parish of Mattishall.
- b. effectively manage foul water treatment in the event of further significant residential development within the parish of Mattishall.

Mattishall Parish Council requests the following in relation to the whole of the Mattishall Parish within the Breckland District:

1. Full details of current foul water capacity.
2. Full details of any planned upgrades/ infrastructure investment.
3. Full details of any assessments made to understand the potential impact on the foul water system of new development over the next 15 years (additional houses from 10 to 400).

4. Full details of all foul water related incidents: dates, road closures, financial costs, affected dwellings and businesses of work undertaken by Anglian Water on the foul water system in each of the following financial years: 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, 2024-25, 2025- date.
5. Specific details relating to Anglian Water treatment facilities in Mattishall. This to include addresses and year of construction of all treatment plants.
6. Full disclosure of all communication over the past 5 years (2020 onwards) including by letter, email, text, telephone conversation records, meeting minutes, relating to the foul water system and the implications for the foul water system of additional residential development in Mattishall parish. This should include details (including pre-planning application discussions) of communication with developers, landowners, agents and all public bodies.
7. Any further information that can help the Parish Council fully understand the foul water system in Mattishall Parish and its ability to cope effectively and efficiently with current and future demands.

### **6.3. Denbury Homes signage at Kingfishers**

Mattishall Parish Council discussed the proposal received from Denbury Homes regarding the retention of the signage at Kingfishers to maintain brand visibility. Denbury Homes had offered a monthly fee of £100, backdating to June 2025. The Council unanimously **AGREED** to this arrangement subject to the reservation of the right to request the removal of the signs at any time, with one month's notice.

## **7. 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:**

### **7.1. Legal matter**

After discussion it was unanimously **AGREED** to subscribe to Community Action Norfolk, to seek their advice.

### **7.2. Staff matter**

The 2025-26 Local Government Payscales were noted, and backdated pay for the Clerk was confirmed.

The Council unanimously **AGREED** to carry forward 3 unused holiday days and 8.05 overtime hours to 2025-26.

The Council also **APPROVED** the Clerk's three-week holiday in April and **AGREED** to reschedule the April Parish Council meeting to 20 April 2026.

**The Chair closed the meeting at 20:17pm.**

**Payment List (approved at item 5.3)**

<b>Payment to</b>	<b>Description</b>	<b>Payment (inc VAT)</b>	<b>VAT to be reclaimed</b>
TotalEnergies	Electricity	£22.22	£1.06
Anita Rose	Salary	£1353.00	
HMRC	PAYE	£301.95	
Pension	Pension	£445.10	
Unity Trust Bank	Bank Charges	£6.00	
Lloyds Bank Plc	Credit card charges	£3.00	
Amazon	Wire brushes	£17.97	£3.00
The Photo ID Card People	ID badge WM	£18.41	£3.07
Scribe	Accounts software	£58.80	£9.80
Ian Edwards	Handyman / Gardener (July)	£578.00	
Mattishall Memorial Hall	Hall hire YMCA (March)	£186.00	
Mattishall Memorial Hall	Hall hire YMCA (April)	£139.50	
Mattishall Memorial Hall	Hall hire YMCA (May)	£232.50	
Norfolk Parish Training & Support	Training (Oct Seminar)	£268.80	£44.80
TTSR	Grass denoting at Community Orchard	£75.00	£12.50
Trade Tech Home Services	Allotment (Burgh Lane) tap repair	£108.00	£18.00
Mattishall Memorial Hall	Hall hire YMCA (June)	£195.00	
Mattishall Memorial Hall	Hall hire YMCA (July)	£195.00	
TTSR	Grass cutting	£1468.57	£244.76
YMCA	Youth provision	£4546.75	
Jewsons	Materials for shed base at Kingfishers	£99.98	£16.66
Anita Rose	WAH Allowance	£26.00	
		<b>£10,345.55</b>	<b>£353.65</b>