

MULBARTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at

7.30pm on Monday 7th August 2017

Councillors present:-

Peter Leigh Richard Tucker Derek Aldous Steve Sewell Adam Banham Emma Reeve

First Public Session.

Cllr Leigh introduced Mr Philip Whitehead, SNC Listed Buildings Officer and explained that there had been a public exhibition this afternoon to display and explain SNC's draft Conservation Area Character Appraisal & Management Guidelines for Mulbarton.

Mr Whitehead explained that this was the first update since 1982 and it was time for a review to produce a relevant document that could be formally adopted. Although the conservation area has been slightly increased this is due to the new boundaries being brought in line with physical boundaries and no areas have been taken out.

Mr Whitehead asked for residents to email any concerns or ideas that they had with regards to the draft document to Planning@S-Norfolk.gov.uk or to contact himself; he stated that some typos had already been identified for correction. In response to a question, Mr Whitehead explained that the document would be taken into consideration with regards to any future planning applications and for those on sites on neighbouring areas, specifically with regards to the historical character of the area. Cllr Aldous reported that the Common is a medieval site that has never been ploughed making it a very rare site.

1.1 District and County Councillors' Report

Cllr Foulger reported that August was quiet at NCC as there were no meetings during the month although several are planned for the beginning of September. The most important being the proposed savings to the budget

Cllr Legg gave a brief overview of SNC's proposed public space protection orders (PSPO) explaining that SNC's existing Dog Control Order will be repealed in October and replaced by a PSPO; it is intended that the PSPO will exclude dogs from fenced enclosed children's play areas in South Norfolk that are open to the air. These orders can be enforced with fixed penalty notices or by prosecution.

Cllr Legg reported that no formal planning application has been submitted for the Long Four Acres site in Bracon House where it proposed the land will be used for 15 self/custom built homes. With regards to planning enforcement issues relating to Hopkins Homes, Cllr Legg reported that he saw the SNC Director of Localism and Development today to again raise concerns about the developer.

Cllr Leigh reported that he had spoken to the Chairman of Bracon Ash Parish Council regarding the Long Four Acre proposal. Cllr Leigh noted that access to this development would be via our village

leading to increased traffic through the village and also an impact on village services (Doctors and schools) and utilities.

Public Session

A resident of Birchfield Gardens wished to raise concerns about the ditches and water levels in them around the village and in particular those by her property and stated that even in dry weather there had been surges of water running in them. The main concerns included who was responsible for keeping the ditches and gratings weed free as the ditches are quite deep in places and where the gratings are clogged with weeds the water pools behind them and who is responsible if the ditches flood onto neighbouring land. During discussions it was noted that responsibility for keeping the ditches clear is that of the Environment Agency and the land owner; it was also noted that Hopkins Homes are running a pump to clear their site of excess water, which is best described as grey water, into the ditches and that it isn't clear if surface water run off controls have been put into place as yet or that the developers are complying with planning application constraints and if not why SNC are reluctant to not to enforce these.

Discussions by the Councillors concluded that if MPC were to action a one off clean of the ditches then it may be viewed that they were taking responsibility for them and it would become expected of MPC to maintain them in the future. One Councillor noted that he cleared the ditch in front of his property four times a year. It was agreed that MPC would write again to the Environment Agency, Highways and Anglian Water for clarification of responsibilities for ditches so that a plan can be formulated to ease the problem and concerns.

Cllr Aldous reported that the grass area beside the Co-op which should have been completed by now still hasn't been and although residents had been told that topsoil would be brought to site before it was seeded this too wasn't done. Concerns have been raised regarding how the area will be finished as there is a strip around the site that is very rough and comprises of clumps of clay that were excavated during the sewer works. When he has any further information regarding Anglian Water's plans for finishing the site he will inform the Council.

2.0 To close the meeting to public participation.

Cllr Leigh closed the meeting to public participation and formally started the Parish Council meeting.

3.0 To receive and consider apologies for absence.

Apologies received from Cllr Leek.

4.0 To receive declaration of interest on items on the agenda.

No councillor upon review of the agenda felt it necessary to make a declaration of interest.

5.0 To confirm and sign the minutes of the Parish Council Meeting held on 3rd July 2017.

The minutes of the ordinary meeting held on 3rd July 2017 were unanimously agreed as a true record of the meeting and duly signed after proposal by Cllr Sewell and seconding by Cllr Reeve.

6.0 Finance -To receive financial report and approve invoices for payment as per schedule.

A proposed schedule of payments was handed out for approval, in addition to copies of the latest financial summary. Following proposal by Cllr Banham and seconding by Cllr Tucker all payments were duly passed. A copy of payments is attached to these minutes.

6.1 Request from Mulbarton First Responders for financial support for their CPR & defibrillator awareness afternoon.

Following discussion it was unanimous agreed that MPC would support the event by paying the cost of the hall hire. It was also agreed that the Parish Council would set up a “welcome” table in the hall during the event.

6.2 To review the renewal of the pest control contract.

Following discussion it was unanimously agreed to renew the contract for another 12 month following proposal by Cllr Tucker and seconding by Cllr Aldous.

7.0 Review of draft lease for Mulberry Park.

Cllr Leigh reported that under the delegated authority that he and Vice Chair had from the Council with regards to drafting a lease for Mulberry Park, he had met with the Solicitor on 28 July to clarify some areas of the draft lease and was now waiting for a revised version of this document for approval by the Council; it was explained that the copy circulated to Councillors was representative of its contents with the exception the lease will now be a “part lease” to allow for MPC to maintain control over the area outside of the pitch as defined by the spectator barriers. During discussion it was confirmed that it was a fixed term lease with no year on year increase although the Football Club would have security of tenure that would involve the lease being renewed at the end of its fixed term period and MPC would still have a right to approve or deny any proposals for future developments by the Club as it does currently.

7.1 To discuss the provision of future facilities for the Football Club.

Cllr Leigh gave a brief overview of the meeting that he was invited to by the Football Club, the Football Foundation and Norfolk FA and noted that no decision was need at tonight’s meeting as no formal request has been submitted by the Football Club to MPC. During discussion concerns were raised that design, procurement and project management would be by a Q & P and the use of this company would be mandatory to obtaining any grants and that MPC would need to be a joint applicant with the Football Club and if the Football Club was to fold MPC would have to honour any agreement. Concerns were also raised about the scale and pace of the proposed facilities in relation to the capacity of the village to support; an increased use by those outside the village would result in increased traffic and parking in a conservation area and also concerns for the financial scale of the project, it was noted that the Football Club do not have a business plan for their proposal. Concerns were raised about the granting of a 25 year lease and the burden that this could place on the future operation of MPC and its Councillors and also the responsibility that MPC has to the whole village and all activities and organisations operating within it. It was conclude that a formal request would

need to be submitted by the Football Club for MPC to be a joint applicant for a grant with them before the Council could fully discuss any proposals as currently there was not enough detailed information available.

8.0 Approval of rent review received from Arquiva.

Cllr Aldous explained that rent review was a historical rent review and nothing to do with the changes in the lease that Arquiva were proposing. Following discussion it was unanimously agreed that the original quoted figure of £5329.46 should be accepted and not the revised figure of £5293.98 due to an error by Arquiva.

8.1 Proposal to re-assign lease from EE to Arquiva.

Cllr Aldous explained that no correspondence had been received from the current tenant that Arquiva was authorised to act on their behalf. Following discussion it was unanimously agreed that until written notice is received from the current tenant then no changes or transfer of lease will be granted by MPC.

9.0 Update on meeting with Telefonica.

Cllrs Leigh and Aldous reported that they had had a meeting with Telefonica who are proposing installation of a 20 metre high mast on a site with a five metre square foot print and that the rent would be in line with that received for the existing mast. The power feed would be from the switch box on Mulberry Park and the site would automatically be sub-let to Vodafone to install their equipment. Telefonica would need to submit a planning application to SNC which would be subject to 56 days' notice but that they would be looking at having all works completed by the end of the year.

10.0 To approve a booking and payment system for hard court area.

Cllr Tucker reported on a meeting that he had had with EA Tennis to discuss how they manage other sites in the Norwich area and explained that there may be match funded LTA grants available to cover the costs of installing an electronic gate and the wireless connect needed for it to operate from the booking system. Following discussion it was agreed that Cllrs Tucker and Banham would meet again with EA Tennis to get more details about how and at what cost EA Tennis would manage the MUGA site. Cllr Tucker will also investigate if LTA registration, if eligible, would benefit MPC and MUGA area. Cllr Leigh pointed out that the current lighting system does not meet LTA requirements and that we need to prioritise the refurbishment of the floodlights in order to maintain it's use through the autumn and winter months.

Cllr Leigh reported that he been given details of an electrical contractor that may be able to quote for refurbishment of the floodlights and would follow this up with Cllr Tucker.

11.0 To consider planning applications.

2017/1764 – 22 Long Lane, NR14 8AW: proposed extension to bungalow. Cllr Sewell explained that this extension would not be visible from the road and that neighbouring properties could raise objections as was their prerogative. It was unanimously agreed that MPC had no objections.

2017/177 – Cherryburn, The Rosery, NR14 8AL: new garage and garden room. It was unanimously agreed that MPC had no objections and again neighbouring properties had a right to submit their own comments if necessary.

11.1 Update on LanPro public consultation meeting: Long Four Acres – Bracon Ash.

Cllr Aldous gave an overview of the public consultation held last month and that the proposal was for 15 self-build properties to be built on the site with access being from Long Lane. During discussion concerns were raised regarding the additional traffic through the village and conservation area this development would bring and also that new utility services would be needed which would bring similar problems to those currently being experienced in the village with the Oakley Park development. It was noted that as explained earlier by Cllr Legg no formal planning application has been submitted as yet. Cllr Sewell informed Councillors that Bracon Ash would not receive any CIL payments if the development went ahead; it was also noted that Bracon Ash Parish Council have concerns about the proposal and that Mulbarton would be impacted with regards to traffic and additional pressures on the Surgery and Schools.

11.2 Dong energy: statutory consultation update.

Following discussion it was noted that although not directly impacted by the planning application there were concerns about increased traffic, especially during the construction stage, of additional traffic on the B1113 and also any future impact of light pollution. Cllrs Leigh, Aldous and Sewell will be attending the SNC Parish Council briefing session being held by Dong Energy on Wednesday 9 th August and which is being held in advance of the public consultation meeting on 4 September.

12.0 Correspondence requiring consideration.

- Email from Brook House insurance company: following removal of the hedge in the play area and as a result of the boundary fence being in the wrong place the insurance company have confirmed that the tree stumps will be ground out to ground level.
- Email from SNC regarding proposed Public Space Protection Orders: this was discussed earlier in the meeting by Cllr Legg.
- Email from member of the public requesting to purchase the rocking horse in the play area: following discussion it was unanimously agree that in principle there were no objections to the horse being sold however a price would need to be agreed. Cllr Reeve will investigate internet sites to see if a guide price can be found.
- Norfolk Strategic Framework consultation email: the draft framework is subject to public consultation from 2 August to 22 September: to be added to next agenda for discussion and formal response.
- Email from residents regarding watercourse adjacent to properties on Birchfield Gardens: this was discussed in the first public session.

13.0 Sub-committee/liaison officer reports.

Cllr Banham informed the Chairman and meeting that he needed to make a declaration of interest in regards to the report that Cllr Aldous was about to make; as this was not itemised on the agenda it was unknown at the time of declarations being requested earlier in the meeting.

Cllr Aldous report that he had been to a meeting chaired by CPRE Norfolk in July. The meeting had been attended by representatives of local councils across Broadland, South Norfolk and Norwich. A presentation by CPRE Norfolk setting out their view that “the right kind of housing development in the right place should be support, especially affordable housing” was countered by their concerns regarding the addition of further large new housing allocations within the Greater Norwich Local Plan. CPRE Norfolk believe that existing allocations are more than sufficient to cover the level of development that will occur up to 2036 and that no further additions are necessary and that the scale of development now being proposed would radically change the rural environment of many parts of Norfolk with a severe negative impact on the countryside. A second presentation was made to introduce CPRE’s “Vision for Norfolk” a 20 page booklet covering a wide range of topics. CPRE Norfolk are encouraging Parish Councils to express their views to their District Councillors within the forthcoming consultation period with the suggestion that this should take the form of a rejection of the proposed large and substantial increase in the housing allocation.

Following Cllr Aldous’ report it was discussed that headline figures for the Greater Norwich Local Plan were available but no detail breakdown/distribution had been released.

Cllr Leigh reported that the contractor had been unable to complete the installation of the arris rail by the Co-op as they had been unable to source supplies but they were now aiming to complete the work next week.

Cllr Leigh reported that he would be writing to the Common land owner to organise a Common stetting committee meeting as SNC appear to be reluctant to convene one.

Cllr Leigh reported that telegraph poles had been order to be sited on the corner of the common by the village sign to stop parking; the poles will be installed by the grounds maintenance contractor in the coming weeks. Cllr Leigh also reported that the new battery for the village sign light had been undergoing “field trials” last week and once a custom built box for the controller unit and battery has been finished it will be reinstalled.

Cllr Leigh reported that Cllrs Legg and Foulger had kindly agreed to give MPC £400 from their grant fund towards the new shed for the MUGA area. Cllr Leigh reported that following research he had identified a shed that meet the requirements necessary in terms of size and security features and also suitable shelving for approximately £800. Following proposal by Cllr Leigh and seconding by Cllr Sewell it was unanimously agreed to purchase the shed and shelving units.

13.1 Review of outstanding works list

A review of the outstanding works identified that with the exception of the phone box refurbishment nothing else had been completed; Cllr Reeve reported that the play area Councillors were still to meet to review/complete an action plan for their areas of responsibility on the list.

14.0 To receive any items for inclusion on the next agenda.

- Review of grounds maintenance contract for 2018
- Review of insurance renewal
- Response to Dong Energy consultation
- Norfolk Strategic Framework email
- Sale of play area horse
- Part lease for Mulberry Park

To adjourn the meeting for the 2nd public session.

A member of the public asked MPC to not exclude/shut out youngster when deciding on a booking system for the MUGA area and to take into consideration that they would not access to make online payments.

It was raised that there was some graffiti on a tree on the Common. Cllrs Aldous, Sewell and Leigh reported that they would look at the issue over the next few days and take some corrective action to camouflage the graffiti.

There being no further business the meeting closed at 9.36pm.

The next meeting will take place on Monday 4th September 2017.

Payments for July 2017

Cheque Number	Recipient	Details	Net total	Vat	Amount £'s
371422	MPC	Transfer from N&P account to Santander	5000.00		5000.00
022003	Anglian Water	The Swamp	50.29		50.29
022004	Bartlett Signs	3 x telephone box signs	54.00	10.80	64.80
022005	Abate Ltd	Quarterly pest control	122.00	24.40	146.40
022006	MVHMC	Room Hire: April- May- June	50.00		50.00
022007	Anglian Water	The Meadows	56.44		56.44
022008	9 to 5 Supplies	Magenta Toner	60.01	12.00	72.01
022009	Total Tech Support Ltd	Website update and domain name and hosting renewal	97.00		97.00
022010	HMRC	PAYE	149.45		149.45
022011	A Phillips	Salary	564.30		564.30
022012	A Phillips	Expenses: stamps & flowers for auditor	43.44		43.44
022013	P Leigh	Expenses	23.09	2.05	25.14
022014	STC	Branch and bramble removal from side of MUGA	460.00	92.00	552.00
022015	Ribbonsdale Nuseries	Grounds maintenance	1043.57	208.71	1252.28
		Total for month:	7773.59	349.96	8123.55