

# HOLME-NEXT-THE-SEA PARISH COUNCIL

## Minutes of a Meeting of the Parish Council in the Village Hall, Kirkgate, on Tuesday 13th February 2018 at 7 pm

Present: Lynn Devereux (Chairman) Gillian Morley  
Robert Burton Martin Crown  
Geoffrey Needham

In Attendance: Christina Jones (Locum Responsible Finance Officer and Minute Recorder)

There were five members of the public present.

### 1. Apologies for Absence and approval of reasons for absence.

Apologies had been received from Councillor Easton (illness) and Councillor Felgate (family illness).

### 2. Declarations of Interest.

Councillor Devereux declared a non-pecuniary interest in Item 6.5.2. Planning Application at 42 Main Road.

Councillor Crown declared a non-pecuniary interest in Item 7.2. Request from the Parochial Church Council for a donation towards churchyard maintenance.

### 3. Minutes of the Council Meeting held on Tuesday 9th January 2018.

3.1 The draft Minutes had been pre-circulated and it was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 9th January 2018 be confirmed as a true record and signed by the Chairman.

#### 3.2 Matters arising from the Minutes (non Agenda items):

- 6(1) Councillor Devereux had confirmed that the street lights were timed and the lighting requirements had been decided by a village referendum some years before. The caravan park lights are operated by a time switch. She had written to the parishioners who raised the issues and who understood the situation.
- 6(2) It would appear the work is now complete at Brook House and Councillor Devereux will ask Councillor Felgate to speak to the owners to arrange for the damage to the verges and Green to be rectified (they had previously indicated they would do this).
- 6(3) Councillor Morley agreed to arrange for the purchase and installation of the dog bin at the entrance to the Norfolk Wildlife Trust (NWT) Reserve. Councillor Burton will assist.  
With regard to the protected species at Brook House, following the last meeting Councillor Devereux had received a copy of observations of protected species at the site extracted from the IRECORD database. Specifically these included a sighting of water vole exactly at the location in question. This would be passed to the enforcement officer dealing with the inquiry.
- 9.2 Councillor Burton reported that the shed the Village Hall Committee wish to install is 8' x 6' and funding is in place. It is to be wood on a concrete base and the Borough Council have confirmed there would be no planning requirements. It was therefore agreed it was in order for the installation to go ahead.
- 9.3 The procedure regarding the appointment of Trustees for Holleys Charity had been clarified and the relevant papers had been circulated confirming that The Trustees must be appointed at a Parish Council meeting for a period of four years as stated in the Articles of the Charity. The current Trustees had been appointed in this way although Councillor Needham had a different recollection of the appointment process in the past.

### 4. Reports.

#### 4.1 County Councillor and District Councillor Reports.

No reports had been received.

#### 4.2 Update on Neighbourhood Development Plan (NDP).

Councillor Devereux reported that draft policies are now being reviewed in the light of the feedback received from the Consultation Day. A new policy on traffic and car parking was being drafted as a result of the number of comments received. Feedback had been received from the Borough Council Planning Policy team but there was still no response from the Borough Council Development Control team who had been sent draft policies 6 -7 weeks ago for comment.

### 5. Public Participation.

It was **RESOLVED** (unanimously) that the meeting be adjourned for up to 15 minutes for Public Participation.

Issues raised:

- (1) Dr. and Mrs. Irvine from Aslack Way raised concerns regarding the handling of a Planning Application for the property at 16 Barnwell Cottages:
- (a) New plans had shown a change in the ownership boundary (queried by the Parish Council) and proposed re-routing of the public right of way which had not been consulted on but was relevant to a number of the neighbours (Mr Jones confirmed that this was correct in relation to his property on Main Road).
- (b) They, and other residents of Aslack Way, have been disturbed by the atrocious state of the paperwork appearing suddenly on the website, inaccuracy of plans, differences in measurements, etc.
- (c) There are three main concerns which still have not been addressed despite public comments on the Borough Council website:

- (i) Car parking for several cars is proposed in the area near the pond. If this goes ahead it will require serious engineering work due to the gradient of the land with the resultant disturbance in a very narrow lane. Also, the pond has evidence of protected species and despite correspondence indicating that the ecologist would be consulted again regarding queries on the accuracy of the report, nothing had apparently happened. Comments regarding this have been put on the website.
- (ii) If a sensible plan for car parking does not go ahead then parking will be a real issue. There is no right to park on the field.
- (iii) It is currently a dark area and the lighting in the staircase which has two glass sides will seriously detract from that.

In general terms, it is felt the development is inappropriate being too big and in the wrong place. The issue regarding the right of way is a civil matter and does not affect Mr. and Mrs. Irvine. The impact has been reduced now the balcony which previously overlooked everything, has been removed. They would be appalled if the proposed scheme went ahead in view of the level of objections and discrepancies in drawings and measurements.

Councillor Devereux reported that another neighbour who was unable to be present, had contacted her to point out the differences between drawings and the measurement discrepancies. When that person had contacted the Borough Council regarding the lack of information on the website the planners were not prepared to discuss the issues with her.

- (2) Another parishioner, Bernard Devereux, raised the issue of inaccurate planning applications. He felt the issue needed to be addressed as perhaps the inaccuracies aim to deceive with planning officers doing insufficient checking and being misled. It was noted that a number of the current planners are possibly inexperienced and appear to be working under a lot of pressure.
- (3) Tony Foster, Village Webmaster, said there were now 131 subscribers to the Village Information Network (VIN) and that it was well used. The villagers present indicated they were really grateful for the information circulated.

Public participation was then formally closed.

## 6. Planning Applications.

### 6.1 Any Planning Applications received subsequent to this Agenda.

**18/00223/F** Vine Cottage, 49 Main Road. Construction of triple garage with games room over and rear garden room extension.

This application in the Conservation Area is for a triple garage with games room over, garden room behind and storage. It is similar in form and footprint to Vine Cottage. There is still an outstanding consent for two units in an annex to the rear. Councillor Burton pointed out that there are already three garages at the property which back onto the main road. It was thought the development would be on the site of an existing pond.

Councillor Needham raised the issue of a covenant on the property to prevent development but it was confirmed this had been raised on a previous application at this site and the Planning Department had stated it was a civil matter in which the Department had no interest.

After discussion it was agreed there were no planning policy objections but objections raised on previous applications should stand and the following comments be submitted:

- (1) A Protected Species survey should be stipulated with regard to the pond with a request for mitigating measures to be implemented if necessary.
- (2) The planners should confirm that it is not another house
- (3) Permission should be conditional on it being subsidiary to the main house with ancillary use.

### 6.2 Applications for Comment.

**6.2.1. 18/00117/F** Change of use of apple juicing building to mixed use of retail and agricultural, extensions and alterations for new retail and storage at Drove Orchards.

Considerable discussion when the following points were raised:

- (1) The application form shows 420 sq.m. of existing and new build - 220 sq.m. retail and 200 sq.m. storage (about half the size of a small supermarket). This is 25% less than shown on the drawings. It will be a significant development of painted blockwork and metal cladding.
- (2) There has been a query about land ownership registered on the website, possibly relevant to access.
- (3) If successful it has the potential to employ eight full time equivalent workers.
- (4) Concerns were raised regarding traffic and safety including increased traffic generation (it was considered there may not be a proportional increase in the amount of traffic), traffic conflict experienced at the entrance/exit and a lack of segregation between pedestrians and cars on the site itself with no clear routing of pedestrians.
- (5) Increased employment would be good for the area although concerns about the impact on Hunstanton were raised.

It was agreed no planning objections would be made but comments regarding traffic would be submitted.

**6.3 Comments submitted subsequent to January meeting.**

None had been submitted.

**6.4 Decisions reported.**

**6.4.1. 17/01788/F** Beach Side, Broadwater Road PE36 6LQ.

Demolition of existing outbuilding and replacement with garden room. Permitted.

**6.4.2. 17/02188/F** High Road Farm Bungalow, Thornham Road, PE36 6LR.

Replacement dwelling house. Permitted. (Retrospective as this property had been demolished prior to permission being granted.)

**6.4.3. 17/01981/F** Hope Cottage, Busseys Lane, PE36 6NU. Erection of a single storey side extension.

The Parish Council had raised concerns about the revised scheme but had not objected. However the Conservation Officer and a neighbour had objected and the application had gone to the Planning Committee. The Committee had requested further changes to the design. These had subsequently been accepted resulting in approval.

**6.4.4. 17/02027/F** Sandy Ridge, Broadwater Road.

Variation of Condition 10 of planning permission **16/00323/F** for replacement dwelling. Permitted.

**6.4.5. 18/00017/TREECA** Tree felling 17-19 Kirkgate, PE36 6LH.

Approved.

**6.4.6. 17/00253/TREECA** Tree application in Conservation Area, 7 Westgate.

No objection.

**6.4.7. 18/00132/LDP** Drove Orchards. Certificate of Lawful Use: Change of use from a tractor shed to a building to apple juice production. Agreed as Lawful.

*(Post meeting note: Status now listed on Borough Council website as 'Pending Decision'.)*

**6.5. Applications in progress: Public consultation and procedural matters.**

**6.5.1. 17/01496/F** Barnwell Cottages, Aslack Way.

Issues had been raised in Public Participation, in writing to the Parish Council and via the website. The Parish Council had objected and it had been assumed it would pass to the Planning Committee but it now appeared that the decision was being made under the Scheme of Delegation. Strong concerns raised that public objections were being ignored and there were complaints of lack of transparency. Acknowledged that the Planning Officer had made attempts to clarify the boundaries and the right of way but it does appear that measurements are inaccurate and inconsistent between drawings and also that neighbouring properties have been omitted from the OS base used to present revised plans. It is therefore difficult to correctly assess impacts.

Councillor Devereux noted that the application was classed as a 'Householder application for extension' but given the nature of the Parish Council's objections was unclear how this could be dealt with under the Scheme of Delegation. Similar question had arisen over an application last year with no resolution and she had therefore queried the procedure with a member of the Planning Committee who had indicated that the Scheme is complicated but in the circumstances described would normally expect the Barnwell application to be referred to the Planning committee for a decision.

The Applicant, Mr Lynch-Bell had contacted the Parish Council indicating that he would be willing to try and resolve some of the issues raised by neighbours and this had been passed on in the hope that this would assist in reaching a satisfactory outcome.

Meanwhile it was agreed the Parish Council should write to the Borough Council expressing concerns regarding the issues raised.

**6.5.2. 17/02194/F** The Poplars, Main Road.

Some similarities with the handling of Barnwell Cottages. From correspondence on the website it appears that this will be referred to the Planning Committee ie approval will be recommended despite 14/15 public objections, previous refusal reasons not being addressed, including the extension of the curtilage into the countryside (pointed out by several objectors but still unnoticed by the Officer), the footprint, height and volume being the same as in the previous application and measurements being incorrect (possibly also unnoticed / checked).

It was agreed it should not be necessary to point out the inaccuracy of measurements and other discrepancies to planners who should be scrutinizing applications properly.

It was **RESOLVED** (unanimously) that these concerns should be followed up with the Borough Council.

**7. Village Matters.**

**7.1. Village Hall.**

**7.1.1. Heating.**

There was a funding request from Councillor Burton for the cost of a replacement coin meter for the main Hall at a cost of £105. (inc. VAT). This was agreed.

One member of the public left the meeting

**7.2.1. Office.**

Discussion of the use of the Village Hall Office by Burnham Market Car Scheme. The use of the office had been Holme-next-the-Sea's contribution to the scheme when it was first operational (about 10 years ago) but it was thought that the person operating the scheme rarely uses the office now but mainly operates from home. It would be helpful to the Parish Council to have use of the space for storage and potentially for use by a new Clerk if broadband is to be installed. It was unclear if anyone in the village benefited from the Scheme but if necessary, the Parish Council could contribute to support the Scheme in other ways as happens with other parishes.

It was agreed that Councillor Devereux would contact the Car Scheme to explain the situation and give reasonable notice that it will be necessary for the Scheme to find a new office.

**7.2 St. Mary's.**

A request for an increased donation towards churchyard costs had been received based on recent levels of expenditure and unexpected tree work being required. Considerable discussion regarding Church day to day running costs, contributions raised through the use of the Hall, the importance of the Church to the community as demonstrated through the NDP Survey, and the additional proposed work to be undertaken. Concerns were expressed about the possible lopping of the yew trees in the churchyard.

It was **RESOLVED** (one abstention and carried by casting vote) to make a donation of £1,100.

**7.3 VIN.**

A report had been made in Public Participation.

**7.4 Parish Noticeboard.**

Councillor Morley reported that the Noticeboard at the Main Road bus stop had been forced open and all the notices removed. The glass and the lock had not been damaged and it was still operational.

Two members of the public left the meeting.

**8. Hun Project.**

Councillor Devereux reported on the meeting held to address concerns raised by the Parish Council with Estelle Hook from Norfolk Coast Partnership (NCP). Two trustees and the warden from Norfolk Ornithological Association (NOA) had joined the meeting. The NCP were asking landowners and stakeholders to enter into formal partner agreements to support the project but many aspects of the project remained unclear and the expected meetings with Community Reps had not taken place. The meeting had been aimed at understanding the objectives, clarifying concerns over possible links to the Shoreline Management Plan (SMP), the nature of any engineering works that would be required and the impact of flooding / fresh water marsh creation with water of poor quality. Estelle Hook had stated it was a first phase to explore potential development of the concept which will involve no actual works but will lead to a specification for work. She emphasised there was no link to the SMP and stated that the NCP would not wish to continue without the support of the Parish Council or the NOA.

Following the meeting there are concerns about priorities and questions remain over the source of the pollution in the River Hun. In addition, the NOA have raised issues of invasive species and the current biodiversity of the land south of Broadwater. It had been agreed therefore that the NCP will make a project summary available and a meeting of interested parties will be arranged for March, probably in Holme-next-the-Sea, to address concerns. Meanwhile NCP will delay submission of the funding application .

**9. Finance Report.**

It was reported that electronic information has now been received from the previous Clerk.

**9.1 Monitoring: 2017-18 Accounts and Budget.**

It was explained that the Second Quarter Monitoring Accounts presented by the previous Clerk at the October meeting were incorrect. New accounts had been completed and incorporated into the Third Quarter Monitoring Accounts (to December 2017) which were presented and explained. The only training costs received to date had been paid in January. The NCP conference attended earlier in the year had been free. No other queries were raised.

The Third Quarter Budget Monitoring Accounts were also presented and included a new Variance column with notes. No queries were raised.

**9.2 Proposed Budget: 2018-19.**

The budget figures mentioned in the November minutes had not been located and a new Budget had been prepared. This was discussed and approved with the following amendments:

- (1) The NDP allocation to be increased to £2,500 should additional Planning Consultant time be required to deal with potential challenges.
- (2) The Training allocation be increased to £750 as training for a new clerk and on the new Data Protection requirements may be needed.

A sum of £3500 to cover possible restoration of the floor in the main hall was retained. A suggestion from the Chair to investigate the possibility of replacement heating was not agreed.

**9.3 Internal Audit.**

Patrick Chapman had been away but would carry out the half year internal audit during the period 20th - 24th February.

**9.4 Charity Commission.**

Maxine Hayes had been appointed as the main contact to deal with the Charity Commission returns for the Village Hall but no action had been taken.

It was **RESOLVED** (unanimously) that the current Locum Responsible Finance Officer, Christina Jones, should be appointed as the main contact for the Village Hall with regard to the Charity Commission.

**9.5 PAYE and Payments for Authorisation.**

There has been a PAYE overpayment of £98.60p dating back to Murdo Durrant's employment. It may be difficult to claim this until it can be dealt with through the employment of a future Clerk.

It was **RESOLVED** (unanimously) that the following payments should be made:

PAYEE	REASON	AMOUNT	CHEQUE NO.
Lynn Devereux	Refund printing ink cartridge costs for NDP Consultation Day 04.01.18.	£ 20.00.	101471
Christina Jones	January 2018: RFO/Minute Recording (20.25 hrs) £ 202.50. Expenses 2.00. NDP admin support (16.75 hrs) 154.72. Expenses (claimable from Grant) 105.65	£ 464.87.	101472
High Associates	Advice and support in preparation of Neighbourhood Plan.	£ 245.00.	101473
Holme Village Hall	Refund cost £1. coin meter for Village Hall (Stephen P. Wales Ltd.)	£ 105.00.	101474
St. Mary's Church	Contribution to Churchyard Maintenance.	£1,100.00.	101475

**10. Correspondence (not otherwise on the Agenda)**

The question of parking on the pavement in Main Road and parking elsewhere, particularly on corners at junctions in the village was raised. This will be an Agenda item at the next meeting and in the meantime, a notice will be sent out on VIN drawing attention to the problems.

**11. Date of next Parish Council Meeting - Tuesday 13th March 2018 at 7 pm in the Village Hall.**

**12. A RESOLUTION was passed unanimously to exclude the Press and Public for the remaining Agenda items under the Public Bodies and Administration of Meetings Act 1960 due to the nature of the business being discussed.**

The meeting closed at 8.30 pm.

Signed..... *L S Devereux*.....Chairman      Dated..... *13 March 2018*..... Page 504