

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 8th
October 2024 at 7pm**

Present: Martin Crown (Chair), Ermine Amies , Wendy Norman, John Hulme and Stefan Seare

In Attendance: Dave Watkins (Parish Clerk) and 1 member of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence
Councillor Devereux (family commitment) and Councillor Burton (holiday)

2. **Declarations of Interest:** To declare any personal or prejudicial interests
None

3. **Minutes of the Parish Council Meeting held on Tuesday 3 September 2024**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **3 September 2024** be confirmed as a true record and be signed by the Chair.

 - 3.2. Matters arising from the Minutes (non-agenda items)
 - (3.2) TPO status of tree at the junction of Beach Road / Broadwater Road – advised to submit an Application by Borough’s Arboricultural Officer. Form prepared by Clerk.
Councillor Amies to provide information on why tree should be listed
 - (3.2) Alcohol licence for Gurneys – Application for permanent licence 24/00757/LA_PRE published 4 July and issued 2 August 2024. No record of the Parish Council being informed although not a statutory consultee. A Temporary Event Notice (24/00797/LA_TEN commenced 24 July 2024 and expired 28 July 202. It would appear that the TEN needed to be applied for whilst the full licence was being processed.
 - (3.2) IDB quote for Village Green – Clerk has now sent photos and plans to the IDB who made a site visit on 20 September. Now awaiting a quote.
 - (4.3) Visit of Borough Arboriculture Officer – two contractors have been identified with regard to undertaking work on the Village Hall tree.
 - (7.1) Bowls carpet – new carpet and electric carpet handling machine and cover have been ordered and paid for - the total cost being £7,066:00 and paid for by a donation and a contribution from the Carpet Bowls Club . Delivery is expected in around 6 weeks.

4. **Reports:** to receive the following
 - 4.1. County Councillor and District Councillor reports
None

Signed Chair

LS Devereux.

Date 12/11/24

4.2. Parish Planning Update – 12 and 19 September (Councillors Crown and Devereux)

Items of interest:

- (1) Clare Wiggs (new Ecology Officer) suggested that in connection with BioNetGain (BNG) requirements, Parish Councils who are landowners, could consider establishing “Habitat Banks” for the sale of credits to developers unable to meet requirements on their own land.
- (2) Question was raised about how to deal with unreasonable behaviour from Applicants for planning permission towards objectors. Borough Council questioned on the requirement for personal information to be attached to representations on the Planning Portal. Hannah Wood-Handy (Planning Control Manager) confirmed she would look into this and report back.
- (3) Councillor Devereux raised the issue of the “out of the blue” consultation of parishes on the Borough Council’s Economic Strategy – without prior knowledge or appropriate briefing. Jim Moriarty (Planning Portfolio Holder) said he would take this up with Economic Development colleagues.
- (4) CIL grants – a total of £1.3m is due to be distributed to parishes for 43 projects. Funding for next year is under review.
- (5) Enforcement and Tree Officer legal rights- officers have a legal right to enter land and adjacent land without appointments to investigate alleged breaches. They can issue Enforcement Notices, Stop Notices or go straight to litigation. However, Tree Officers do not have legal powers to stop illegal actions taking place but can initiate legal prosecution thereafter.
- (6) Design Codes – government moving away from allowing individual Councils to have their own Codes but can be included in NDPs.
- (7) Housing need- government has introduced a new way for Councils to calculate this. Although the final version is not yet complete it is expected that the number of new properties in KL&WN required will 75% -100% than previously.
- (8) Reorganisation – teams to be created for Major, Minor and Domestic Applications with the latter being staffed by recent graduates.
- (9) Scheme of Delegation – review of the time given to statutory consultees for commenting on Applications. Could see a reduction from 3 to 2 weeks.
- (10) Parishes asked to give reasons for both Supporting and Objecting to Applications.

Clerk to forward copies of the slides to Parish Council when received

4.3. Saxon Shore Parish Forum – 18 September (Councillors Devereux and Crown)

All 5 parishes were represented and Borough Councillor Sandra Squire (Cabinet Member for Environment and Coastal) attended.

Councillor Devereux raised the SMP5 issue and queries on the Local Plan which concluded with Councillor Squire inviting Councillor Devereux to write to her so she could raise matters with the Borough’s Planning Department.

Councillor Devereux subsequently emailed Councillor Squire highlighting the following:

- Divided responsibilities for SMP5 (Hunstanton to Kelling Hard). Old Hunstanton Dunes are subject to review and Holme Dunes were downgraded to Managed Realignment Status in 2010. The latter leaves c.80 residential properties at risk from coastal change and tidal flooding.

- SMP4 (Gibraltar Point to Hunstanton) has received the attention of the Borough. SMP5 has not benefited from the same input and has not previously been covered by Borough planning policy. It is also understood that whilst King's Lynn & West Norfolk Borough Council are members of the East Anglia Coastal Group, this membership has not led to the same active interventions / inputs with regard to the West Norfolk stretch of SMP5
- The situation does not seem to support the Integrated Coastal Zone Management / cross-boundary approach promoted by government.
- Lack of policy coverage for SMP5 in the Local Plan. This is required in order to make the plan "Sound" . NPPF para 170 states that " *Integrated Coastal Zone Management should be pursued across local authority and land/sea boundaries, to ensure effective alignment of the terrestrial and marine planning regimes*"

There had been a good response from the Inspectors to comments made at the Hearing . The Parish Council is very pleased to see that the Main Modifications appear to have gone some way to taking these on board. However, concern has been expressed that this change does not seem to be reflected in the policy text.

4.4. National Network for Coastal Communities – 19 September (Councillor Devereux)

A report was circulated prior to the meeting, the key points being:

- This is start of a programme intended to connect local councils and councillors from across the country around common interests in coastal issues.
- A presentation was given by the Marine Conservation Society (MSC) on litter problems.
- The MSC have developed a "Motion for the Ocean" - a campaign based around a model motion designed to help local authorities play their part in realising a clean, healthy and productive ocean and appreciating all of the direct economic, health and wellbeing benefits this will bring.

The Motion has not been received yet by the Parish Council but could be something that it may wish to adopt

4.5. Report from Village Hall Committee – 1 October (Councillor Norman)

Architectural plans have now been drawn up for proposed improvements to the Village Hall and the VHC would like to present them to the Parish Council at its next meeting. They also asked that the contribution (£1260) agreed by the Parish Council (June 2024) towards the preparation of the plans be made available to the VHC.

The VHC would also like to discuss how to proceed with an Open Day to present plans to the wider public and present their response to the Draft Constitution.

Parish Council, as Trustees of the Holme-next-the-Sea Village Hall charity, felt that there would be insufficient time available at a Parish Council meeting to discuss all these items and that a separate meeting would be preferable.

Clerk to arrange for the transfer of funds to the VHC as a contribution towards preparation of plans

Chair and Parish Clerk to arrange a convenient meeting time with the VHC

4.6. Clerking for Your Charity – 3 October (Parish Clerk – David Watkins)

Key observations from the training delivered by Community Action Norfolk on behalf of NALC:

- Parish Council are Sole Trustees of the VHC which is a registered charity
- All parish councillors immediately become Trustees of the VHC on appointment
- Role of Trustees is to ensure that the VHC meets its stated objectives:
 - “A village hall for the use of the inhabitants of Holme-next-the-Sea including use for meetings lectures and classes and for other forms of recreation and leisure time occupation or for such other uses as the Parish Council of Holme-next-the-Sea think fit”
- Parish Council, as Trustees, appoint 2 representatives on the VHC for a period of 4 years. They are there as Trustees, not as parish councillors and have a liaison role.

Clerk to circulate slides to Parish Council

5. Public participation: Resolution – to adjourn the meeting up to 15 minutes for Public Participation

None

6. Planning matters

6.1. Applications received subsequent to this agenda

6.1.1. – **24/01775/F** - Variation of condition 2 attached to planning permission 22/01884/F: Change of use from agricultural including the demolition of the existing barn and the replacement with five new dwellings. Eastgate Barn, Eastgate. Expiry Date: 25 October

Application relates to adding two small windows in one of the dwellings. Plans show the windows facing eastwards on one drawing but facing Eastgate on another. Chair of meeting had contacted the architect prior to this meeting to clarify what is being applied for and it was confirmed that it is for east facing windows. Revised drawings to be posted on the Planning portal.

Agreed: Due to confusion created by submitted plans, the Parish Council is unable to comment at this stage until correct plans are available. However, if confirmed that the two small windows are to be put into the eastern gable of the most southerly dwelling, the Parish Council would have no objection.

6.1.2. - **24/01749/F** - Retrospective Change of use of part of field to gravelled yard allowing for new store building for maintenance of 2 acre meadow adjacent private dwelling. Norfolk Pools, Builders Yard, Thornham Road. Expiry Date: 28 October

Enforcement had previously been requested to investigate the creation of a car parking area at this property on agricultural land for which planning permission had not been given. Concerns were expressed about ribbon development along this stretch of the A149 and the building's visual impact and future use. Parish Council felt strongly that this area should be returned to agricultural land use.

Agreed: Object

6.2. Applications for comment

6.2.1. – **24/01658/F** - Extension and alterations following demolition of ancillary store, utility and garden room; change of external facing materials. The Meadows, 9 Peddars Way, PE36 6LE. Expiry date – 8 October

Noted that property is screened from the road by a thick hedge, which forms part of the street scene of Peddars Way. Application is for garage located behind the one seen from the street to be

incorporated into the main building. Parish Council is not sure of the origin of the garage to be incorporated and therefore unclear how the GIFA was calculated.

Agreed: request Planning Department check GIFA calculations and place a condition on retaining the hedge on Peddars Way

6.3. Other Applications for information

None

6.4. Comments made on Applications

None

6.5. Decisions Reported

None

Councillor Hulme asked about the removal of trees at Squirrels and was informed by Councillor Crown that permission had been given. Part of the permission was to allow Corten fencing to be installed although the Arboricultural and Conservation Officers had reservations about the loss of a hedge and its effect on the street scene. Compromise is to allow wall to be built with a yew hedge on the outside of it.

Clerk to contact Highways in regard to ownership of the bank outside this property

6.6. Appeals and Enforcement

6.6.1. - **APP/V2635/W/24/3345299 / 23/00580/F** - Conversion of existing agricultural barns including change of use (C3) to a private detached dwelling and associated work. Barns North of Thornham Road. Expiry date for comments – 29 October 2024

Noted that at recent Parish Planning Update, that Stuart Ashworth (Assistant Director) mentioned that Appeals were taking up to 18 months to be heard.

6.6.2. – Field south of 60 and south-east of 71 Beach Road

Clerk reported that following a referral to Enforcement, their response (16 September) was to say the work was in accordance with permission given. Subsequently they were asked about:

- digging of a trench connecting a water supply between the top and middle fields
- a possible connection to the mains water supply which could destroy the habitat and potentially kill the protected amphibians

Enforcement made a site visit on 25 September and found no evidence of either but have promised to “...ask our ecologist if this could be an issue and if so, provide advice to the owner.”

6.6.3. Legal support – Councillor Hulme noted that 3 Appeals are due to be heard and was concerned about the pressure this would place on the Parish Council and Councillor Devereux. His suggestion was that Parish Council funds be made available for legal advice.

7. Consultations (Councillor Devereux)

7.1. King’s Lynn & West Norfolk Local Plan: Proposed Main Modifications

8 separate responses have been submitted as part of the consultation covering:

- Spatial strategy
- Housing - especially the effects of windfall development
- Importance of Neighbourhood Development Plans

Signed Chair

LS Devereux.

Date 12/11/24

- Sustainable development
- Climate change - as it effects coastal flooding
- Transportation – with regard to
 - Capacity of the network to support proposed spatial strategy
 - A149's ability to handle traffic to the coast
 - An over-reliance on car travel
- Coastal Change Management - especially as it effects Holme-next-the-Sea
- Settlement Hierarchy, Development Boundaries and residential development

Clerk informed Parish Council to contact him if they wished to view the full documents.

7.2. National Planning Policy Framework

A number of issues were addressed:

- New approach to housing numbers is not just a switch to a stock-based equation but also contains other adjustments which might affect King's Lynn & West Norfolk such as affordability.
- Impact of the change on areas with large numbers of second homes was checked with the Borough Councils Policy Planning Manager, who confirmed it was correct. Figures put up at the Parish Planning Update session were not the same as those in the consultation spreadsheet (which does however make excuses for possible anomalies). Noted that this is perhaps contributing to the argument about the numbers underlying housing need targets.

Agreed: Parish Council to write to James Wild MP about the impact of the proposed new methodology on West Norfolk

7.3. King's Lynn & West Norfolk Economic Vision & Strategy

Parish Council agreed that it was unfortunately unable to respond for the following reasons:

- Many parishes, such as Holme-next-the-Sea, would have seen this important consultation coming as a surprise. The current online survey refers to a previously undertaken series of workshops, meetings and one-to-one discussions but HNTSPC had not been invited to take part in any of these. Having had no previous knowledge of the Borough Council's plans, the Parish Council felt it could not comment at this stage.
- Documents on the website are lengthy and it is difficult to interpret how the ambitions described would translate into practical actions on the ground or how they would form the basis for a financial plan. Parish Council felt it would have been helpful to have organised a briefing session for parishes so that the strategy could have been explained and the many questions that it raises answered. For example, how does it mesh with the policies of the Local Plan, the new Government's focus on economic development links with the County Council's plans for the transport network and the decision to suspend the County Deal.
- Deadline for the response to the survey is short and overlaps with the final round of consultations on the Local Plan and the major consultation on changes to the National Planning Policy Framework (NPPF) – the outcomes to both clearly will have implications for the economic strategy.

Signed Chair

LS Devereux

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8. Village Matters

8.1. Village sign

Clerk updated the Parish Council on attempts to get the village sign and base refurbished. A recommendation has been received from a neighbouring parish for someone who has undertaken work on village signs in West Norfolk. They do not charge but ask for a donation which is made to charity. They are not taking on any new jobs until next February/March 2025 but Clerk asked if Parish Council wished contact to be made to discuss the work.

Agreed: Parish Clerk to contact sign painter and find a builder to repair base

8.2. Water leaks

Councillor Crown asked if details of how to report water leaks could be published on the VIN.

Clerk to send details to the VIN for publication

8.3. Streetlight repairs

Councillor Crown confirmed that Parish Council's streetlighting maintenance contractor had been called out to repair a damaged light on Main Road. They had attended promptly and spare parts have been ordered to complete the repair.

9. Hollys Trust – donation request

Following March's Parish Council meeting, Hollys Trust have now agreed a Formal Tenancy Agreement and a new rent has been agreed with the tenant. Total legal costs were £900. Parish Council made a donation of £389.91 in March 2024 and a further request is now being made for the balance £510.09.

2024/2025's Donation budget is £2334.96 and set by central government using a formula. So far, the Parish Council has awarded £500 to NOA leaving a balance of £1834.96.

Agreed: Parish Council to donate £510.09 to Hollys Trust as a contribution towards its legal fees.

10. Monthly Report from RFO

10.1. Report

After moving from a Variable to a 1-year Fixed Rate the annual comparable costs for the Village Hall's electricity are as follows:

Month	2023	2024	% change
July	£102.74	£65.76	36% decrease
August	£104.61	£47.54	55% decrease
September	£78.59	£47.63	39% decrease

CIL Spending Panel met on 16 September and awarded Parish Council £22,804.80 towards Park Piece path works. Parish Council contribution £3,300 + £5,220.96 VAT which added to £22,804.80 = £31,325.76. Funds to be released on completion of works which must start within 12 months. Parish Council can claim back VAT from HMRC. Therefore, cost to Parish Council will be £3,300. Provisional date for start of works 11 November.

Monthly internal financial check for August 2024 carried out by Councillor Crown 4 September 2024. One overpayment of 20p identified.

Signed Chair

LS Devereux

Date 12/11/24

10.2. Second Quarter Accounts

Parish Councillors were circulated a statement of the Second Quarter Accounts for 2024 / 2025. Most budget lines are as expected and on track. Energy costs have been contained due to move from Variable to Fixed Rate. Most Quarterly and Annual charges / fees will average out over the year. Exceptions to this are streetlighting and telephone / broadband charges which have been higher than estimate. Overall, the budget is in good health.

10.3. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
BTplc	Emergency telephone	£150.66	Direct Debit
British Gas	Village Hall electricity	£47.63	Direct Debit
Payroll	Staff salaries	£608.20	Bank Transfer
HMRC	PAYE on staff salaries	£152.30	Bank Transfer
Npower	Streetlighting	£167.68	Direct Debit
BT plc	Telephone and broadband (September)	£83.87	Direct Debit
NALC	Training course	£48.00	Direct Debit
G.W. Crown (Ringstead) Ltd	Grass-cutting	£270.00	Cheque 101551
D.T Watkins	Printer cartridges	£90.79	Bank Transfer
Lawnright	Grass-cutting	£290.00	Bank Transfer

Agreed unanimously

11. Correspondence

11.1. Any correspondence not otherwise on the Agenda

- **Road side sign** – eastern end of village on north side of Thornham Road – reported to Clerk that 30mph signpost has fallen over. NCC requested to repair.
- **Damaged street signs (Eastgate and Westgate)**- reported 20 September with latter being fixed 25 September
- **Request to re-paint road markings (Kirkgate/Westgate/Peddars Way junction)** – request made to NCC
- **Council Tax Base Training** – Councillors Devereux (19 November) and Burton (21 November) attending on behalf of Parish Council
- **Chalk Pit Road drainage works** – commenced 30 September and now expected to be completed on 18 October
- **Old Hunstanton Mayor's Reception (Friday 4 April)** – invitation to attend received. Any parish councillors who wish to represent the Parish Council were asked to contact the Clerk
- **Councillor Devereux wrote to the Environment Agency** to ask about the outcome of the Bathing Water analysis project undertaken during the summer. An interim response was received to say:

Signed Chair

LS Devereux.

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“From the initial findings there were some elevated bacterial levels, but these would not impact on the designated bathing water at Old Hunstanton, and the ammonia levels in the R. Hun were very low, indicating that the bacteria may not be linked to sewage pollution or at least any treated sewage discharges are not greatly affecting the chemical quality of the water in the Hun. There will be a bit more detail which I will finalise and send to you as soon as I can.”

12. Date of next meeting of the Parish Council Tuesday 12 November 2024

Signed Chair

LS Devereux.

Date 12/11/24