

HOLME-NEXT-THE-SEA PARISH COUNCIL

**Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 5th
September 2023 at 7pm**

Present: Lynn Devereux (Chair), Martin Crown, Ermine Amies, Wendy Norman, Robert Burton, Stefan Seare, John Hulme

In Attendance: Dave Watkins (Parish Clerk) and 4 members of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence
Borough Councillor Tom de Winton (meetings clash)

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

3. **Minutes of the Annual Parish Council Meeting held on Tuesday 11 July 2023**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on 11 July 2023 be confirmed as a true record and be signed by the Chair.

 - 3.2. Matters arising from the minutes (non-agenda items)
 - (3.2) Right of Way (RB7) – on Agenda , Item 8.1
 - (3.2) Grass-cutting – requested work for grass verge outside Poplars and the Launditch not yet completed
Clerk to contact Highways
 - (3.2) Wayleave request from UK Power Networks – contracts have been signed and exchanged to include amendments requested by the Parish Council
 - (4.4) River Hun – noted that footpath had been strimmed to provide a clear route between Holme and Old Hunstanton
 - (10.1) Fire hoses – Clerk reported that details of a local farmer had been sent to Norfolk Fire and Rescue and a response thanking the Parish Council had been received.

4. **Minutes of the Confidential Parish Council Meeting held on Tuesday 11 July 2023**
 - 4.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Confidential Parish Council Meeting held on 11 July 2023 be confirmed as a true record and be signed by the Chair.

 - 4.2. Matters arising from the minutes (non-agenda items)
None

Signed Chair

LS Devereux.

Date 10/10/23

5. Reports: to receive the following

5.1. County Councillor and District Councillor reports

None

5.2. Parish councillor training feedback (Councillor Hulme)

Councillor Hulme has attended the following courses – Councillor Induction, Planning and Understanding Environmental Impact Assessment.

5.3. Village Hall Committee (Councillor Norman)

Councillor Norman reported that the VHC have decided to defer discussion of general maintenance of the Hall until their October meeting. A charges review will be undertaken. There will also be an inventory of key holders to the building.

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

Applicant for 23/00580/F (Item 7.1.2) addressed the Parish Council in support of the Application and produced a document which was circulated to Members. Consideration has been given in respect of light pollution and maintaining the historical value of the property. Applicant wanted to stress that both the Planning Case officer and the Conservation Officer supported the Application and that the Officer will be recommending approval. A query was raised regarding the access track from the A149 and the Applicant confirmed that the track was not owned by the Applicant.

Adjacent landowner to Restricted Byway RB7 (Item 8.1) addressed the Parish Council to raise concern about the Right of Way which is shown in the deeds of their property as being within their ownership. They consider RB7 to be unnecessary, an eyesore and providing no public value. As it is poorly maintained, used for depositing garden waste and leads to a dead-end they requested the Parish Council's support in approaching the County Council with a request to close RB7 until such time that it is open at both ends. They also would like it to be noted that when RB7 was cut back, there had been damage to their hedge which had also disturbed wildlife habitats.

Parish Council could not support the closing of this Right of Way and felt that some parishioners would wish to see it remain open. Clerk to check ownership and ask Rangers Team to make a visit to tidy the track.

Clerk to undertake research into ownership of RB7 and investigate help from Rangers Team

7. Planning matters

7.1. Applications received subsequent to this agenda

7.1.1. – **23/01420/F** - VARIATION OF CONDITION 9 OF PLANNING PER.MISSION 17/02027/F: Replacement dwelling at Sandy Ridge, Broadwater Road, PE36 6LQ – Expiry Date: 21 September
Parish Council and Norfolk Coast Partnership had objected to the original application on grounds of anticipated impacts and queried the Agent's Landscape and Visual Impact Assessment which concluded that the visual impacts would be low to nil. Noted that the completed building is clearly visible with associated light spillage from a very wide area including Holme Beach, Redwell and Lavender Marshes, the Coast Path / National Trail and from as far away as Thornham Bank.

Decision: Comment as previously regarding visibility of site

7.1.2. - **23/00580/F** - Conversion of existing agricultural barns including change of use (C3) to a private detached dwelling and associated works at Barns North of Thornham Road – Expiry Date: 20 September

Parish Council objected to original Application in April 2023. Key argument put forward by the Applicant is development and conservation of the asset. Parish Council felt that the heritage value would lose significance given the scale of development. In addition, its isolated location was seen as not providing any obvious public benefits from conversion to residential use. The site is also located in the AONB and within a flood risk zone.

Noted that there has been lengthy communication between Applicant and the Environment Agency (EA) regarding flood risk. Original design couldn't meet requirements regarding flood risk. This requires a refuge, safe route and approved access. Recognised that Applicant has added a refuge, including second bedroom, but remainder of building remains vulnerable and visibility to the Coastal Path increased.

EA now say they have no objection provided the Borough Council takes responsibility for dealing with flood risk requirements. However, the Parish Council notes Flood Resilience Measures have not been proposed. Access represents flood risk for everyone including Emergency Services staff. Parish Council would also like to see a Sequential Exception Test satisfied as requested by EA and required by NPPF (and referenced in the NDP). There is also no Habitats Regulations Assessment (HRA), but Case Officer has confirmed she or an Ecologist will prepare along with GIRAMS assessment.

Noted that a nearby property had been asked to construct a bund and an elevated track to secure safe access and mitigate flood risk. Parish Council to ask Borough Council to consider this and other measures such as a protected causeway and for an HRA to be completed and Green Infrastructure Recreation Avoidance Mitigation Strategy (GIRAMS) to be applied.

Decision: Submit a Holding Objection to allow investigation of options

7.2. Applications for comment

7.2.1. – **23/01265/F** - Removal of Existing Sheds and Erection of 1no Agricultural Storage Shed in Paddock 8 Kirkgate, PE36 6LH – Expiry date: 7 September

Noted that this is a modified version of a previously refused Application for a workshop and that the site is now described as a paddock following Borough Council's description. Planning permission is being sought for an agricultural storage shed.

Previous Application had been refused on grounds of the building being outside the curtilage of the house in wider countryside; inconsistent with NDP Countryside Zone; being domestic in appearance. Borough Council Conservation Team objected regarding the impact of the workshop and log burner on the tranquillity of adjacent churchyard, preferring a smaller brick structure with minimal glazing and no log burner.

The Parish Council's had no objection to the replacement of the previous shed as long as the new construction is smaller than proposed and remains in what PC believes to be the garden. Further information regarding materials to be used, which should be sympathetic to the surrounding properties, is required. Cllr Crown to provide details of historic description of the site to support PC comments on the application.

Decision: If smaller shed constructed and Conservation Officer's comments accepted, the Parish Council would not object

7.2.2. - **23/01492/F** - Single storey extension to link pool house to the main house, first floor extensions to the rear and raise roof height to allow for habitable rooms above and relocation of the plant room. Home Farm House, 40 Westgate, PE36 6LF – Expiry date: 13 September
 Noted that this is an important unlisted building in the Conservation Area and that there are some limited views into the property from Westgate. Parish Council acknowledged that the Application was supported by a detailed heritage impact report, ecological appraisal and roost assessment. Although some concern was expressed over an increase of roof height (55cm) it was accepted that this is a very large house and the proposed increase in size was within NDP guidelines. Parish Council believes Application as proposed would have no adverse impact on visual appearance of the immediate area and is sympathetic to its surroundings. Comment was made about the roof lights in respect of Dark Skies policy.

Decision: No objection subject to mitigation regarding roof lights

7.3. Other Applications for information

None

7.4. Comments made on Applications

The following Applications were reviewed and agreed by circulation and details of the Parish Council's decision can be found at <https://online.west-norfolk.gov.uk/online-applications/>

7.4.1. - **23/01038/F** - Single storey extension to an existing garage - to create a home office at 19 Peddars Way, PE36 6LE

7.4.2. - **23/01131/F** - Replacement of conservatory type building on former water tower in residential use. The Tower, Broadwater Road, PE36 6LQ

7.4.3. - **23/00185/F** - Renovation and remodelling of existing dwelling with extensions at Larkin House, 36 Main Road, PE36 6LA

7.5. Decisions Reported

7.5.1. - **23/00297/F** - Church Cottages, 8 Kirkgate, PE36 6LH. Erection of shed workshop and removal of existing outbuildings. Application Refused 10 July 2023. *Delegated Decision*

7.5.2. – **23/00689/F** - Emily Cottage, 27 Kirkgate, PE36 6LH. Modification to the single storey roof structure to make it more in keeping with the age and style of the existing property and to secure the currently unstable chimney structure. Minor changes to the rear access arrangements to raise below head height internal ceiling area. Application Permitted 7 July 2023. *Delegated Decision*

7.5.3.- **23/00116/TREECA** - Westgate Cottage, 37 Westgate, PE36 6LF - T1, T2, T3 - Thuja. Fell. Outgrown their location and potentially dangerous. Severely unbalanced after shedding several major limbs. No Decision Issued. 6 week period expired 20 July 2023. *Delegated Decision*

Clerk to follow up on progress of this Application

7.5.4. - **23/00977/F** - 31 Main Road, PE36 6LA - Erection of single storey outbuilding to serve as home office. Application Permitted 17 August 2023. *Delegated Decision*

7.6. Appeals and Enforcement

7.6.1. — **23/00363/UNOPDE / APP/V2635/C/23/3326732** – Terns, 49 Peddars Way, PE36 6LD. Expiry dates – 7 September (Borough Council) and 12 September (PINS)
The Parish Council will be supporting the Borough Council’s comments.

7.6.2. - **23/00266/UNOPDE** (Tanholt) – Borough Council is awaiting a retrospective Application for the balcony and spiral staircase.

7.6.3. - **23/00326/BOC** (Eastgate Barn waste) – Enforcement is satisfied that waste is to be used as hardcore for the new development and plan to take no further action.

7.6.4. - **23/00012/UNAUTO** - (Waste at Newholme campsite) – Enforcement have reported that this is connected with 23/00580/F (see above) and that PDR allows adjacent land to be used temporarily in association with an approved development. They are waiting for a decision on 23/00580/F before taking any further action.

7.6.5. - **23/00459/UNAUTO** (Shepherds Hut) – breach established and Enforcement Officer meeting with Assistant Director to discuss next steps.

7.6.6. - **Vine Cottage, 49 Main Road** – initially reported on 27 July, response received 31 July to say permission (21/01352/F) given for a patio up to boundary line. Enforcement have been asked to make a site visit to check development hasn’t extended into agricultural land.

8. Village Matters

8.1. Eastgate Right of Way (RB7)

Clerk reported that after issuing a VIN (13 July) about dumping of green waste on RB7, he received an email from a near neighbour concerned about cost of maintaining a RoW that is a cul-de-sac and which is poorly maintained to the extent that when it is their mature hedge is damaged. Statutory status of RB7 and responsibility for maintenance was explained, whilst also informing that it had been reported it for attention.

They have asked NCC to close RB7 until such time there is a through route to Thornham and are seeking support from the Parish Council. Matter discussed during Public Participation (see Item 6).

8.2. Cycle racks at Beach Road and Village Hall (Councillor Hulme)

Councillor Devereux provided a background report on a previous successful bid to Norfolk Coast Partnership to install cycle racks and information boards. Organisational change at NCP had resulted in project not being completed. Parish Council asked for an update on installation and cost of cycle racks at the Village Hall and Beach for consideration of a new bid to the Parish Partnership Fund.

Clerk to provide an update and circulate information

8.3. White Horse – consideration to register as an Asset of Community Value (Councillor Hulme) Clerk and Councillor Amies had circulated information in advance of the meeting about registration of community assets in view of the recent notification that the White Horse pub has been put up for sale .

Clerk to proceed with registration

9. Monthly Report from Responsible Finance Officer (RFO)

9.1. Report

Annual Governance and Accountability Return (AGAR) 2022/2023 has been concluded and the Parish Council issued with an External Auditor's Report and Certificate 2022/23 which confirms that proper practice has been followed and that there are no matters for concern. A Notice of Conclusion of Audit has been posted on noticeboards and the village website along with accompanying documentation for public view.

9.2. Payments for authorisation

PAYEE	REASON	AMOUNT	PAYMENT METHOD
British Gas	VH electricity	£104.23	Direct Debit-paid 10/7/23
West Norfolk Disability Information Service	Audit of Park Piece	£50.00	Bank Transfer-paid 24/7/23
CPRE	Annual Sub	£60.00	Direct Debit-paid 21/7/23
British Gas (July)	VH electricity	£102.74	Direct Debit-paid 9/7/23
Payroll (July)	Staff salaries	£588.30	Bank Transfer-paid 8/8/23
HMRC (July)	PAYE on staff salaries	£147.00	Bank Transfer-paid 25/8/23
BT plc	Telephone and broadband - July	£77.88	Direct Debit- 23/8/23
NOA	Treatment of crassula on Park Piece	£203.87	Bank Transfer
Payroll (August)	Staff salaries	£629.20	Bank Transfer
HMRC (August)	PAYE on staff salaries	£161.35	Bank Transfer
British Gas (August)	VH electricity	£104.61	Direct Debit
BT plc	Telephone and broadband - August	£67.43	Direct Debit
Lawnright	Grass-cutting	£915.00	Bank Transfer
K&M Lighting Services	Annual maintenance	£211.20	Bank Transfer

Signed Chair

LS Devereux.

Date 10/10/23

10. Correspondence

10.1 Any correspondence not otherwise on the Agenda

- **Grass-cutting around trods** – email correspondence has been received regarding the irregular cutting of the grass areas adjacent to the recently installed trods
Agreed: Clerk to instruct contractor to add these areas to existing grass-cutting regime
- **Norfolk Net Zero Communities** – Norfolk Climate Change partnership have secured £300k government funding for a 2 year project. Funding available for one community in each of the 7 District / Borough Councils in Norfolk. Ideally, communities would be of 5,000 people. Led by Borough Councillor Michael de Whalley, who has provided a questionnaire to be returned by 18 September. Decision by end of month. Questionnaire asks about carbon emissions, climate action plan and Village Halls (solar panels, heat pumps, electric vehicle charging points etc). Although Holme too small, partnering with neighbouring parishes though the Saxon Shore Parish Forum was considered. However, achieving the 5,000 threshold was not thought to be possible.
- **Planning Update invitation** – Borough Council Planning Department have announced dates for their annual Update sessions:
 - Session 1 – Tuesday 10 October at 6pm (clashes with next Parish Council)
 - Session 2 – Wednesday 18 October at 4pm
 Clerk asked Parish Council to let him know if any councillors wished to attend by 28 September as deadline for Borough Council confirmation is 29 September.
- **Subscription to Planning online service** – request received for the Parish Council to take out a subscription to this service providing a Daily Bulletin, opinion, advice, webinars, Planning Appeal news, legal casebook, previews of new legislation, summaries of Appeal and court decisions. Cost of subscriptions:
 - 1 month £50
 - 3 months £135
 - 1 year £495**Agreed: to take out a 1 month trial subscription followed by a review**
- **Sewage works** – from 25 September to end of October, 800 metres of the sewer network between Thornham and Holme to be repaired. No digging up of roads required as using an injection process. Also making improvements to Smugglers Lane pumping station in Old Hunstanton

11. Date of next meeting of the Parish Council Tuesday 11 October 2023

Signed Chair

LS Devereux.

Date 10/10/23