



Meeting Minutes Mattishall Parish Council

Monday 7th August 2023 at 7pm
Poultec Business Park

Parish Councillors present: Graham Clarke, David Fowler, David Piper, Roisin Murray, Mike Onassis, John Pickering, Bob Burrell, Janice Smith, Richard Turner

Parish Clerk: Anita Rose

District Councillor:

Members of Public: 6

1. Apologies for absence

There were none.

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 meeting held on 3rd July 2023

The minutes of the meeting were approved without amendment and signed by the Chair as a correct record, proposed by Cllr Fowler, seconded by Cllr Onassis, and unanimously **APPROVED**.

4. Finance

4.1. SLCC membership was renewed, proposed by Cllr Piper, seconded by Cllr Onassis and unanimously **APPROVED**.

4.2. External Audit is complete with no recommendations received. The Clerk was thanked by the Council for her hard work in completing this year's audit.

4.3. Approve the payment list, the list was unanimously **APPROVED**, proposed by Cllr Smith and seconded by Cllr Onassis.

5. Planning matters

5.1. To receive results of planning applications

3DC/2023/0150/DOC: 1-4 Kensington Forge, Dereham Road; Discharge of Condition No 4c & 4d on 3PL/2017/112/F (Plots 1-4) (Discharge Conditions).

3PL/2023/0601/F: Former United Reformed Church Hall, Welgate; Improvements to and modernisation of the Former Church Hall including, improved entrance at the rear of the building, disabled toilet facilities, a new entrance foyer / lobby and on-site car parking. Erection of 1.8m fencing – **WITHDRAWN**.

3PL/2023/0515/HOU: Walnut Cottage, South Green; Proposed two bay cart sheds – **REFUSED**.

3PL/2023/0577/HOU: 33 South Green; Proposed rear extension for a gym and swim room – **APPROVED**.

3PL/2023/0597/HOU: The Barn at Ballards Bridge Farm; Erection of a detached double garage and workshop, with upper storage / home office space – **APPROVED**.

5.2. To receive recommendation from planning and monitoring group on current application

The Council unanimously **AGREED** to submit the following comments to Breckland District Council.

3PL/2023/0639/HOU: Broggers House, 91A Dereham Road; Proposed two storey extension to rear and proposed timber gates brick piers and paving to front - The Parish Council considers the key issues to be the design, scale and appearance of the proposed development, and confirmation that the proposal is ancillary to the host dwelling. The application should be assessed against policies COM1, COM3, HOU11 (impact on neighbouring property to the west), GEN2 of the Local Plan and Mattishall Neighbourhood Plan policy HOU6).

The Parish Council is satisfied that the proposal appears to be ancillary to the main house but the Local Planning Authority should consider a condition to ensure this is secured. Local Plan Policies COM1 and GEN2 should be considered along with the NPPF's requirement that development should be of good design.

Comment was unanimously **AGREED**, proposed by Cllr Pickering and Cllr Piper.

3PL/2023/0686/HOU: Brecklands, 64 Dereham Road; Proposed two storey rear extension - The Parish Council considers the key issues to be the design, scale and appearance of the proposed development, and potential adverse impact on the neighbouring property (overshadowing and loss of light). The application should be assessed against policies COM1, COM3, HOU11 (impact on neighbouring property), GEN2 of the Local Plan and Mattishall Neighbourhood Plan policy HOU6).

Comment was unanimously **AGREED**, proposed by Cllr Murray and Cllr Smith.

3PL/2023/0565/F: Highborn Heath Road; Change of use of land to domestic curtilage and erection of single storey two bed lodge for occasional occupation - The Parish Council considers the key issues to be the design, scale and appearance of the proposed development, the impact on highway safety and clarity that the proposal is ancillary to the host dwelling. The application should be assessed against policies COM1, COM3 and GEN2 of the Breckland Local Plan together with the Mattishall Neighbourhood Plan and NPPF. The Parish Council is concerned that the proposal for the residential annex accommodation is not well related to the main dwelling. The Local Planning Authority should satisfy itself that the annexe is a genuine effort to provide additional occasional accommodation and not an attempt to develop a self-contained unit. The unit should consist of not more than the minimum level of accommodation required to support the needs of the occupants. Any approval should be conditioned to ensure the annex is, and remains, ancillary to the main dwelling.

Local Plan Policies COM1 and GEN2 should be considered along with the NPPF's requirement that development should be of good design.

Comment was unanimously **AGREED**, proposed by Cllr Pickering and Cllr Onassis.

3PL/2023/0692HOU & 3PL/2023/0693/LB: 45 Dereham Road; Proposed two storey rear extension including internal alterations and render to new extension walls - The Local Planning Authority is asked to consider the impact on the amenity of the neighbouring property to the west. The proposed extension would appear to create an overshadowing impact and potential loss of light to the neighbouring property. (Local Plan Policy HOU11, Mattishall Neighbourhood Plan policy HOU6).

As the Historic England listing specifically refers to "Colourwashed brick", the Parish Council would wish the Local Planning Authority to consider the appropriateness of the proposal to render all elevations. The Parish Council would ask that careful consideration be given to the paint colours to be used as these have not been given in the application or Design and Access statement. (Neighbourhood Plan Policy ENV1, Local Plan Policy ENV07).

The property is located in the heart of the Mattishall Conservation area, and an important matter to be resolved is the landscaping and fence/hedge treatment immediately adjacent to Dereham Road. None of this is clear from the application and the Local Planning Authority is asked to seek details and be satisfied with the resultant proposal prior to determination. (Neighbourhood Plan Policy ENV3.)

Similarly, the Parish Council is unclear about the proposals for the Coach House which sits within the application site and appears from the photographs to have scaffolding. It would be helpful to fully understand how this part of the Listed Building setting is to be treated, as an integral part of this application.

This is an area of known flood risk in the village, and the Local Planning Authority should be satisfied that this proposal gives adequate and proportionate consideration to its likely effects on all sources of flooding and surface water drainage. (Neighbourhood Plan Policy ENV9).

Comment was unanimously **AGREED**, proposed by Cllr Onassis and Cllr Smith.

- 6. Meter high fencing to the War Memorial**, three quotations were circulated to members for their review. After discussion it was **AGREED** that further clarity was needed in regard to the distance from the War Memorial, type of gate and lock mechanism. Cllrs Fowler and Clarke had offered to visit the War Memorial to report to the clerk dimensions and specification. The clerk will then ask contractors to requote with the specifications received. The Clerk will also ask contractors to provide drawings and pictures of similar work carried out.

The Chair closed the meeting at 19:35pm.

Payment list (approved at item 4.3)

| Payment to | Description | Payment | VAT to be reclaimed |
|-----------------------------------------------------------------------------|--------------------------------------------|-----------------|---------------------|
| A Rose | Salary (July) | £1230.04 | £0.00 |
| Ian Edwards | Expenses – Jewsons stop cock to allotments | £4.99 | £0.83 |
| Ian Edwards | Expenses – Jewsons postcrete for dog bin | £5.95 | £0.99 |
| A Rose | WAH Allowance | £26.00 | £0.00 |
| HMRC | PAYE | £188.49 | £0.00 |
| Norfolk Pension Fund | Pension (July) | £407.85 | £0.00 |
| R Turner | Expenses – Amazon laptop charger | £18.99 | £3.17 |
| A Rose | Expenses – Postage ltrs allotments | £57.20 | £0.00 |
| J Smith | Expenses – Tesco's flowers | £10.00 | £1.67 |
| Mattishall Memorial Hall | Hall Hire for Youth Activities | £160.00 | £0.00 |
| NPTS | Word & Excel course for Clerk | £96.00 | £0.00 |
| NPTS | Chairing Successful meetings | £60.00 | £0.00 |
| Parish Online | Digital Mapping | £153.60 | £25.60 |
| PKF Littlejohn | External Audit | £378.00 | £63.00 |
| TTSR | Grass Maintenance | £528.37 | £88.06 |
| Ian Edwards | Handyman July | £800.00 | £0.00 |
| | | £4125.48 | £183.32 |
| Mattishall Neighbourhood Plan Review Steering Group | | | |
| Payments paid by Lloyds multipay card (1st of each month) | | | |
| Lloyds Bank | Multipay card fee | £3.00 | £0.00 |
| | | £3.00 | £0.00 |
| Payments paid by direct | | | |
| | | 0.00 | 0.00 |