



Meeting Minutes

Mattishall Parish Council

Monday 9th January 2023 at 7pm
Poultec Business Park

Parish Councillors present: Richard Turner, Graham Clarke, David Fowler, David Piper, Richard Norton, Janice Smith, Roisin Murray
Parish Clerk: Anita Rose
District Councillor: Paul Claussen
Members of Public: 4

The Chair announced to members of the council and public that the meeting will be recorded for minute purposes.

1. Apologies for absence

Apologies were received and accepted from Cllrs Onassis and Pickering due to annual leave.

2. Members' declarations of interest in items on the agenda consider any requests for dispensations

Cllr Clarke declared an interest in Item 8.2.

3. Co-Option

Roisin Murray was unanimously **ELECTED** as Councillor and the declaration of office was signed. Proposed by Cllr Clarke and seconded by Cllr Smith.

4. To approve the minutes of the meeting held on 5th December 2022

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

5. Clerk report

The clerk reported the following updates.

5.1. The clerk reported that Norfolk County Council no longer provides funding for a replacement village map. Considering this information, it was **AGREED** to explore other avenues and investigate having a map made by local art groups.

5.2. Repairs to the Boundary wall had been delayed due to the weather.

5.3. No response from County Cllr Bill Borrett references the 20mph speed proposal. District Cllr Paul Claussen had offered to speak to Mr Borrett on our behalf.

5.4. The clerk circulated to councillors' emails from residents raising concerns of traffic on South Green and Norwich Road. The clerk was tasked with contacting Matthew Lines Engineer Officer from Norfolk County Highways alerting him to these concerns.

6. Open forum for Public Participation

Cllr Claussen asked if any member of the council attended the Local Plan meeting held in December. Cllr Clarke attended the meeting on behalf of the Council, the slides presented at the meeting have been circulated for Cllrs review.

Cllr Claussen also updated that match funding grants are available for Parish and Town Councils along with Charity and Non-profit Organisations for local events in celebrating the upcoming Coronation in May.

7. Finance

7.1. Approve the payments list, the list was unanimously **APPROVED**, proposed by Cllr Smith, Seconded by Cllr Fowler. The list is detailed at the end of the minutes.

7.2. The 3rd quarter finances were circulated to all members with no questions raised.

7.3. Budget and precept 2023/24, after discussion and with reference to the **AGREED** budget it was **AGREED** to increase the precept from £59,204.00 to £63,852.33, resulting in tax band D set from £64.45 to £69.45 for 2023/24. Proposed by Cllr Clarke, seconded by Cllr Norton and unanimously **AGREED**.

8. Planning matters

8.1. To receive results of planning applications

TRE/2022/0252/TPO: 147 Dereham Road; T1 Beech Fell to as low as poss dead/dying, T4 Fit non invasive supporting strop compression Joint at 4m NW, T5 Beech One sided crown with stress leave at 15m W Stem tip back north crown by 2.3m and reduce height from 18-20m to 14-16 m (Tree Work App TPO) – **APPROVED**.

3DC/2022/0308/DOC: Willow Pool Cottage, 24 Cedar Rise; Discharge of conditions 4 & 10 on 3PL/2019/1602/F (Discharge Conditions) – **APPROVED**.

3DC/2022/0341/DOC: Hall View Barn, 88A Dereham Road; Discharge of condition 5 on 3PL/2022/0777/HOU (Discharge Conditions) – **APPROVED**.

3PL/2022/1271/HOU: 32 Burgh Lane; Single storey side/rear extension – **APPROVED**.

3PL/2022/1394/LU: 4 Tithe Barn Close; Loft conversion with roof lights only to form an additional living space - Certificate of Lawfulness (Proposed use) – **APPROVED**.

3OB/2022/0063/OB: Kensington Forge, Dereham Road; Application to discharge the planning obligation in Schedule 1, Paragraph 1.2, of Section 106 Agreement attached to planning permission 3PL/2017/1112/F – **APPROVED**.

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

The Council agreed to submit the following comments to Breckland District Council. Proposed by Cllr Smith, seconded by Cllr Piper and unanimously **AGREED**.

Cllr Clarke left the meeting

3PL/2022/1388/F: The Acorn Hut Farm Shop and Plant Nursery, 1 Watercress Lane; Erection of single storey detached building to create seating area, toilets and storage - The Parish Council makes the following observations:

1. The application does not include a design and access statement. It is therefore, not possible to fully assess the purpose of the proposal within the context of the approval:

3PL/2020/0152/F Erection of polytunnel and timber farm shop with existing concrete base (Retrospective), change of use of land to mixed use of agricultural and retail farm shop and erection of two polytunnels. For example, the submitted plans refer to a café building- which is not referred to in the application.

2. Parking - the application refers to two addition parking spaces, but it is not clear where these are to be located, nor is it clear how this area of the site is to be drained given its location in Flood Zone 3.

3. Traffic issues - it is not clear whether this proposal will generate additional traffic as no transport assessment has been provided. Access to the site is via two National Speed limit roads with limited passing points and no pedestrian footways. Recent residential development and the activity of the farm shop/café will have increased traffic flows on Mill Road and Watercress Lane.

Application 3PL/2020/0152/F decision notice, condition 3, states the retail/display use is restricted to the areas identified as “Farm Shop”and “Existing Concrete Base” indicated on drawing 1018/10 ONLY. Reason for condition: - In order to retain control over the scale of the use which could become detrimental to Highway Safety if allowed to expand to a significant degree, having due regard to Policies Com 01(m) and TR02 of the Breckland Local plan. The Local Planning Authority should note that activity at this site has increased to encompass events such as wedding parties, Car rallies and Christmas activity.

4. The boundary of the site is located in Flood Zone 3, yet no flood risk assessment has been provided.

5. The application states that foul water will be dealt with via a septic tank, yet the application does not include details/location of a septic tank.

6. There is concern about the potential loss of biodiversity/ecology as no assessment has been provided.

7. In order to protect the amenity of neighbours (new dwellings immediately adjacent to the site have recently been constructed), clarity is sought on approved hours of operation.

8. The Mattishall Neighbourhood Plan has a dark skies policy. This application does not include details of how the site would be illuminated during periods of darkness.

9. The Parish Council asks that clarification is sought on whether the application site complies with the applicant's definition of an agricultural and retail farm shop given in the extant approval 3PL/2020/0152/F.

Cllr Clarke re-joined the meeting

3PL/2022/1420/PIP: Land at Rayner's Farm, Dereham Road; Application for Permission in Principle, Town and Country Planning Act 1990, Town and Country Planning (Permission in Principle), (Amendment) Order 2017 for erection of 5 self-build dwellings - Change of Use: Agricultural land to residential development, 5 self-build dwellings, 0.449ha Applicant: Nathan Dickinson, Red Frog Developments Ltd.

Mattishall Parish Council has considered this application at its public meeting on 9th January 2023 and has resolved to OBJECT.

The Parish Council makes the following observations:

Location

The application site lies outside the Breckland Local Plan Settlement Boundary for Mattishall. The application has stated outdated monitoring figures. The latest housing delivery figures provided by Breckland DC clearly show that Mattishall has exceeded its Local Plan housing allocation of 149 (Local Plan Policy HOU02), having delivered 168 dwellings. The housing delivery figures have been confirmed and can be verified by Mr A D'Arcy, Head of Planning Policy at BDC. Therefore, Local Plan Policy HOU 03 applies, as Breckland is able to demonstrate a five-year housing land supply. Fundamentally, as the proposal does not conform to the relevant policies of the Local Plan and Mattishall Neighbourhood Plan, there is no reasoned justification to breach these policies and the proposal should not be supported.

Policy ENV2 of the Mattishall Neighbourhood Plan seeks to protect the "relationship between the village and its surrounding countryside" Specifically identified as an important view and vista is the approach to the village from the west. The opinion of the Parish Council is that development on the application site would be contrary to this policy. Contrary to the applicant's planning statement, the site is not bordered by residential development. It is bordered to the south and east by open agricultural land. The site is purposely bordered to the north by land allocated as allotments and community orchard- specified as such via a Section 106 agreement between Breckland DC and Denbury Homes. The location of the allotment and community orchard has been specifically designated to deliver a soft transition between the Denbury Homes site and open agricultural countryside. A change of use of the application site from agricultural land to residential would run contrary to this justified reasoned decision.

Contrary to the submitted planning statement, the site immediately adjacent to the application site is countryside agricultural land. Further to the east, the 1.78ha site referred to by the applicant has indeed been submitted under the 2022 Local Plan Call for Sites process. These sites currently hold no weight in planning terms. They have been submitted, as stated by BDC "without any comment or modification. It does not imply that planning permission will be granted for development". In fact, the same 1.7ha site has been submitted under the Call for Sites process as a Local Green

Space. It has been identified by the local Mattishall community as important and to achieve special protection against development. The applicant's planning statement refers to the transition of plot size. As stated above, this is an erroneous argument, and the application site is largely isolated from the Denbury Homes development by allotments and orchard.

Highway safety concerns

The proposed site access is taken from an extremely narrow road (Old Hall Road) which lacks any form of pedestrian footway. Old Hall Road has the national speed limit (60mph) and is totally unsuitable to accommodate an additional access point as proposed, with inadequate visibility, and within a conflicting short distance of the junction with Dereham Road. The point of highway access is outside of the controllable ownership of the applicant (blue edged) and no evidence has been provided to demonstrate a land ownership agreement.

Flood Zone

The site is identified as being within Flood Zone 1. There is demonstrable evidence of flooding issues in this immediate area and significant mitigation measures have been required in respect of a nearby development site. There is evidence of a previous residential development proposal immediately adjacent to this proposal being refused because of unacceptable flood risk. An additional recent residential application 3PL/2022/0143/O Land at Rayners Way (close to the application site) similarly has been refused on grounds of unacceptable flooding risk. The Rayners Way site provided no acceptable evidence that the site is free from flood risk. Breckland Council has stated that "the burden of proof lies with the applicant". In this Rayners Farm application, no such evidence has been provided. NPPF Paragraph 162 makes clear that the sequential approach should be used in areas known to be at risk now or in the future from any form of flooding. Mattishall Neighbourhood Plan Policy ENV09 specifically requires development proposals to incorporate flood mitigation measures. No evidence that appropriate measures could be provided have been included within this application.

Nutrient Neutrality

The site lies inside The Broads catchment area. Breckland Council has received a letter dated 16 March 2022 from Natural England concerning nutrient pollution in the protected habitats of the River Wensum Special Area of Conservation and the Broads Special Area of Conservation and Ramsar site. The letter advised that new development within the catchment of these habitats comprising overnight accommodation has the potential to cause adverse impacts with regard to nutrient pollution. Such development includes new homes. The Conservation of Species and Habitats Regulations 2017 require local planning authorities to ensure that new development does not cause adverse impacts to the integrity of protected habitats such as the River Wensum or the Broads prior to granting planning permission. At present there are no identified mitigation solutions available locally to resolve these impacts. Whilst BDC assesses the implications of these matters, it cannot lawfully conclude that development within the catchment of the River Wensum or the Broads Special Area of Conservation and Ramsar site will not have an adverse effect. There is a likelihood that this site is affected or will affect the River Wensum SAC and the Broads SAC.

Biodiversity

The application will remove an important agricultural land asset from the local environment. The site is capable of producing moderate to high yields of a range of crops and should remain as a viable agricultural asset. The application has provided no evidence of measures to mitigate the resultant loss of biodiversity. The proposal is therefore contrary to NPPF Policy which states that LPAs “should make decisions about the natural and local environment to:

- protect and enhance landscapes, biodiversity, geology and soils
- recognise soils as a natural capital asset that provide important ecosystem services
- consider the economic and other benefits of BMV agricultural land, and try to use areas of poorer quality land instead of higher quality land
- prevent soil, air, water, or noise pollution, or land instability from new and existing development”

NPPF places important relevance on consideration of adopted Character Assessments. Breckland DC’s 2022 Landscape

Character Assessment (LCA) for villages such as Mattishall, specifically highlights:

“Relationship to landscape ■ The villages typically exhibit a strong relationship with surrounding farmland which contributes to the rural identity of the settlement. ■ Selective views between properties and visual links are afforded across the surrounding agricultural context, with woodland often forming a component of the view.” This proposal, if approved would further deliver the negative effects already experienced in the village and acknowledged in the LCA: “Over extension of villages results in development being some distance from the local services in the village cores. This makes village services less easily accessible to residents and encourages the use of cars (e.g. Swanton Morley and Mattishall).”

Levelling Up and Regeneration Bill: Planning and Local Control in England

The Local Planning Authority will be aware that the above Bill is working its way through Parliament and that a statement was issued to all authorities by the SoS on 5th December 2022. The approach set out is to be included in a revised NPPF. Of relevance here are a number of important points raised by the Secretary of State: “It will be up to local authorities, working with their communities, to determine how many houses can actually be built, taking into account what should be protected in each area.” “My changes will...give local communities a greater say in what is built in their neighbourhood.”

Mr Gove’s clear intentions and approach directed at Local Planning Authorities are summarised as “These reforms will....(promote) development that is beautiful, that comes with the right infrastructure, that is done democratically with local communities, rather than to them, that protects our environment, and that leaves us with better neighbourhoods that before”.

Mattishall Parish Council believes that this application achieves none of the above and should be refused.

3PL/2022/1415/HOU: Rimington, 93 Dereham Road; Conversion to chalet bungalow, dormers to front and rear and extensions to front and rear - The Parish Council notes the design improvements compared to the previously refused application. However, the Parish Council asks the LPA to consider whether the proposal is acceptable in terms of overdevelopment of the application site and impact on neighbouring properties. The LPA is specifically asked to assess the proposal against the Mattishall Neighbourhood Plan policies HOU04 and HOU06, and Breckland Local Plan policies COM01, COM03, GEN0.

8.3. Neighbourhood Plan Review, Cllr Fowler updated the Council with the following.

- Two new members for the Steering Group Jerry Goldner and Roisin Murray, which now consists of 8 members.
- Secured a further £2,242.30 funding from BDC.
- Positive responses received from the Neighbourhood Planning questionnaire circulated to all households via the Miscellanea. Cllrs Fowler and Clarke will provide a more detailed report once the data has been analysed.
- AECOM consultancy will be undertaking a design guide.
- Cllr Clarke to invite Stephen Scowen Strategic Growth Manager from BDC to the March meeting to discuss housing provision and criteria.

8.4. Breckland District Council Local Plan review, this item was covered in Item 6.

8.5. New National Planning Policy Framework, the clerk was tasked with asking BDC if they would make their consultation submission available to us and to find out if this will be discussed at a cabinet meeting.

8.6. Denbury Homes / Bayfield Homes, Cllrs Fowler and Clarke updated the Council that we are waiting for Denbury Homes to convey instructions from their solicitors in transferring the land for the Orchard, Allotments and Blue Bordered Land. Bayfield Homes are happy to liaise with us, site meetings to be arranged by the Planning Working Group.

9. Open spaces

9.1. The Open Spaces Working Group (OSWG) report was noted and circulated to all members for review., with the following actions highlighted:

- Cllr Clarke will investigate the measurements required for construction of the trenches to the pipe work for installing dip tanks at the allotments.
- The clerk was tasked with applying for the War Grave sign to indicate that there are War Graves in the cemetery.

9.2. Churchyard gate, the Council acknowledge the quotation received from John Willers Carpentry and had asked the clerk to obtain another two for comparison.

10. Communications Working Group

10.1. No report received

10.2. Website, the Council **AGREED** to go live with the new website as soon as possible and had asked the clerk to check the Council logo was correct.

11. Christmas Tree Lighting Event 2023, after discussion it was **AGREED** for Cllr Piper and the clerk to summarise this years Christmas event based on last years for discussion at the next Parish Council meeting.

12. Kings Coronation, after discussion it was **AGREED** for the clerk to arrange a Working Group meeting. Cllr Smith suggested purchasing a Commemorative badge / medal for the Children, all were in support of this idea.

Cllr Smith left the meeting

13. Surplus land at Daffodil Way and Pear Tree Close, it was unanimously **AGREED** by all to register the land as Community Assets. Cllrs had agreed to meet on site to agree the sites to register.

Standing Orders were suspended

14. Mattishall Surgery, the Council **AGREED** to write a polite letter to the Surgery and Pharmacy reference to the problems raised by our residents over the festive period. To ask for an explanation and assurances that strategies are put in place to ensure these circumstances are avoided from happening again. The Council asked the clerk to contact Cllr Onassis to ask if he would be happy to draft the letter.

15. Land Registry Allotments / Cemetery, it was agreed for Cllr Turner and the Clerk to visit County Hall archives to locate any historical documentation / information on the Allotments and Cemetery at Burgh Lane.

16. Correspondence, no report received for SAM2 and flooding. Correspondence received for the Norwich Western Link (NWL) was noted.

17. Items for the next meeting

Kings Coronation, Grass Maintenance, Constitution-Memorial Hall and Playing Field Association, Annual Parish Meeting.

The Chair closed the meeting at 22:01pm.

Payment list (approved at item 7.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (December)	£1092.24	£0.00
Ian Edwards	Expenses (Jewsons - Adhesive)	£8.52	£1.42
Lloyds Bank	Service Charge	£18.00	£0.00
HMRC	PAYE	£326.29	£0.00
Norfolk Pension Fund	Clerk pension	£414.89	£0.00
A Rose	WAH Allowance	£26.00	£0.00
D Piper	Expenses (Homebase – Christmas light timers)	£16.00	£2.67
Ian Edwards	Handyman / Gardener Dec	£720.00	£0.00
TTSR	Grass Maintenance	£887.83	£147.97
Southgreen Park	Hall Hire	£425.00	£70.81
Norfolk Parish Training & Support	Spring Seminar	£216.00	£0.00
Mattishall Memorial Hall	Hall Hire	£108.00	£0.00
Hugh Harrison & Co	Repair to Village Green Gate	£78.00	£13.00
Dereham Band	Band	£150.00	£0.00
Community Car Scheme	Insurance	£281.36	£0.00
Ian Edwards	Handyman / Gardener 3 rd & 4 th Jan	£240.00	£0.00
A Rose	Expenses (Amazon – Railway / Sleeper edging)	£44.95	£7.49
D Piper	Expenses (Roses Cemetery	£77.96	£0.00
		£5,131.04	£243.36

Mattishall Neighbourhood Plan Review Steering Group

Modicum Planning	Consultancy Support	£450.00	£0.00
D Fowler	Expenses (printer cartridge and paper)	£20.90	£3.48
South Green Park	Hall hire for workshop	£90.72	£15.12
GOWISEPRINT	NP Questionnaire	£94.80	15.80
		£656.42	34.40

Payments paid by Lloyds multipay card (1st of each month)

Tabnabs	Highways meeting	£8.40	£0.00
Vodafone	Topup	£50.00	£0.00
Morrisons	Hamper Contents	£18.00	£0.00

Sainsbury's	Non-Alc Berry Punch	£20.00	£0.00
Nisbets	Urns	£287.97	£47.98
Kite Packaging	Hamper Boxes	£33.43	£5.57
Tesco's	Mulled Wine and Hamper Contents	£231.00	£0.00
Survey Monkey	Subscription	£99.00	£16.50
Jewson	Fencing 09.12.22	£24.00	£4.00
Christmas Direct	Xmas Lights	£158.97	£26.50
Masquerade	Town Crier Costume	£106.00	£17.00
Post Office	Postage	£17.10	£0.00
Jewson	Fencing	£24.00	£4.00
Jewson	Materials for raised beds	£368.93	£61.49
Jewson	Credit note for returned product	-£119.64	-£19.94
Lloyds Bank	Multipay card fee	£3.00	£0.00
		£1330.16	£163.10

**Payments paid by
direct debit taken on
or after 1st January
2023**

Wave	Water	£25.06	£4.17
		£25.06	£4.17

DRAFT