



## Meeting Minutes

### Mattishall Parish Council

Monday 6<sup>th</sup> February 2023 at 7pm  
Poultec Business Park

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Parish Councillors present: Richard Turner, Graham Clarke, David Piper, David Fowler, Janice Smith, Roisin Murray, John Pickering  
Parish Clerk: Anita Rose  
District Councillor: Paul Plummer and Paul Claussen  
Members of Public: 6

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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 Cllr Onassis due to feeling unwell and Cllr Norton due to work commitments.

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

Cllrs Fowler and Turner declared an interest in Item 7.2 3PL/2022/1172/F

#### 3. To approve the minutes of the meeting held on 9<sup>th</sup> January 2023

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

#### 4. Clerk report

The clerk reported the following updates.

4.1. Village Map, a date had been arranged with Scarning Art Group on 2<sup>nd</sup> March to discuss this project. Cllr Piper had offered to attend along with the clerk.

4.2. The boundary wall to the play area is complete.

4.3. Auto Wind Clock, works had commenced on 3<sup>rd</sup> February, however notification of completion not received, the clerk was tasked with chasing.

4.4. The Council agreed to veto the letter to Mattishall Surgery and Pharmacy following recent comments that improvements to the service had been noted.

4.5. The clerk had resent at his request the 20mph speed proposal to Cllr Bill Borrett and is waiting for a reply.

4.6. Cllr Clarke will liaise with Helen Brooke regarding the A4 directory.

4.7. The clerk will arrange a meeting with the Policies and Procedures Working Group to review the following policies \* Complaints Policy \* Data Protection Policy and Information Audit \* Financial Risk Assessment \* Safeguarding Policy.

4.8. It was noted that the Annual Parish Meeting date had been changed to Tuesday 9<sup>th</sup> May following the announcement of Monday being a bank holiday.

## 5. Open forum for Public Participation

A member of the public asked if the Council would consider an additional dog bin on Mill Road next to Clippings Green. The Open Spaces Working Group agreed to investigate and report back at the next meeting.

A member of the public asked if the Council would support a further extension to the proposed 30mph speed limit to Stone Road. The Council explained to the resident that the proposal on Item 11 on the agenda was to agree the extension as laid out in the application for the Denbury Home development. To extend the 30mph speed limit beyond this extension would require further approval from Highways following that the criteria had been met along with a public consultation.

## 6. Finance

6.1. **Approve the payments list**, the list was unanimously **APPROVED**, proposed by Cllr Clarke, Seconded by Cllr Murray. The list is detailed at the end of the minutes.

6.2. **The Service Level Agreement for the YMCA** was unanimously **APPROVED**, proposed by Cllr Fowler and seconded by Cllr Smith.

6.3. **CPRE Membership**, was unanimously **AGREED** at £3 per month. Proposed by Cllr Fowler and seconded by Cllr Clarke.

## 7. Planning matters

### 7.1. To receive results of planning applications

**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 – **REFUSED**

**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 - **WITHDRAWN**

### 7.2. 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 Pickering, seconded by Cllr Piper and unanimously **AGREED**.

**3PL/2023/0017/F**: Daryll Farm, Mill Road; Proposed Single Storey Replacement Building for engraving studio/workshop - The application does not include elevation plans for the existing building. It is not clear whether the proposal sits on the same footprint as the existing. This lack of clarity makes it impossible to provide a meaningful comment. The Parish Council notes the comments of the Environmental

Health officer and asks that should the application be approved it be appropriately conditioned to ensure no adverse impact to neighbours in terms of noise or light.

**3PN/2023/0001/PNE:** 34 Burgh Lane; Prior approval for proposal to erect a single storey rear extension projecting from the original rear wall by 4.5m deep, with a maximum height of 4.0m and eaves height of 2.3m – No comment for Information only.

**3PL/2022/1432/F:** Mattishall Golf Club, South Green; Enclosure of existing open sided lean-to for conversion to additional heated 2 no. office space and a central open plan multi use space - The Parish Council seeks clarity around the actual proposed use of this development. The proposal states that it is "currently operational as Mattishall Golf Academy and associated office/administration areas. The proposal will enclose the lean-to area for conversion to additional heated 2 no. office space and a central open plan multi use space specifically for Mattishall Golf Academy associated and affiliated functions and events." There is a clear difference between a building's use as "associated office and administrative area" - as deemed acceptable in the current approval; and "associated and affiliated functions and events", now proposed. Neighbouring residents have been adversely impacted by functions/events and the Parish Council is concerned that this would be further impacted by the current proposal. The Parish Council concurs with the comments of the Environmental Health officer and asks that the application be either withdrawn or a decision deferred pending the submission of further information.

**3PL/2023/0060/F: Ash Tree Barn, Watercress Lane; New Single-Storey Dwelling with Means of Access** - The Parish Council **objects** to this application.

Breckland District Council continues to have a five-year supply of deliverable housing sites and is therefore a strong material consideration in the determination of planning applications. Paragraph 11 of the NPPF (2021) states that decisions should apply a presumption in favour of sustainable development. The application site lies outside of, and not immediately adjacent to, the settlement boundary of Mattishall which is defined as a Local Service Centre by Policy GEN 03 of the Breckland Local Plan (adopted 2019). Outside the defined settlement boundaries, development is restricted to recognise the intrinsic character and beauty of the countryside and to direct housing to the most sustainable locations. Development outside the defined settlement boundaries will only be acceptable where it is compliant with all relevant policies set out in the development plan, including but not necessarily restricted to Policy HOU 03 of the Breckland Local Plan (adopted 2019) - Development Outside of the Boundaries of Local Service Centres. HOU 03 of the Breckland Local Plan (adopted 2019) sets out that all the following criteria must be met:

1. It is immediately adjacent to the settlement boundary.
2. It would not lead to the number of dwellings in the settlement significantly exceeding the identified housing target.
3. The design contributes to conserving, and where possible enhancing, the historic nature and connectivity of communities; and
4. the development avoids coalescence of settlements.

Policy HOU1 of the Mattishall Neighbourhood Plan states that proposals for new dwellings within or adjacent to the village will be supported subject to a number of criteria requiring development to be of an appropriate scale, creating an attractive interface with the surrounding countryside and of an appropriate design. The

proposed site is not situated immediately adjacent to the settlement boundary of Mattishall and therefore does not comply with point 1 of the above criteria. Point 2 of the criteria requires for the number of dwellings not to significantly exceed the housing target identified for the area, which in this instance is Mattishall. Policy HOU 02 of the Breckland Local Plan (adopted 2019) sets out the housing target and distributes housing growth (completions, commitments, and allocations) for each settlement within the Local Plan period. Mattishall has been identified as having a target of 149 houses to meet in the current Local Plan period and a total of 205 houses have been identified through completions and commitments (March 2022).

It is considered that this proposal does not outweigh the harm caused to the core policies of the Breckland Local Plan (adopted 2019) which seek to manage sustainable growth and the harm caused to the character and appearance of the countryside. The application site is located immediately adjacent to a SSSI which is host to a number of protected plant species. The application makes no reference of mitigation measures to deal with nutrient neutrality requirements. The proposed development will increase road traffic on Watercress Lane which is a single track (3m width) country lane. NCC Highways have previously stated that they do not wish to see road traffic increased on this Lane. There are no pedestrian footpaths providing access to the village centre therefore necessitating car journeys. The Design and Access statement refers to a nearby recent residential approval. This approval was granted prior to BDC being able to demonstrate a five-year housing supply, unlike the current position.

**3DC/2023/0015/DOC:** Poplar Farm, 41 South Green; Part Discharge of Condition 5, Part C on 3PL/2016/0395/O (Discharge Conditions) – no comment.

**Pre-comment application:** 1 Mill Close; Additional land to purchase from NCC for additional garden / parking space – the Council would like to hear from neighbouring properties prior to making a comment.

### **Cllrs Turner and Fowler left the meeting**

**3PL/2022/1172/F:** Glenthorne 149 Dereham Road; Demolition of 1 no. existing/redundant timber framed storage building, construction of 1 no. timber framed holiday cabin & 1 no. timber framed garage building - Supplementary comment: The additional information supplied appears to show the proposal access via an unadopted road with restricted visibility onto Dereham Road. The application does not identify how acceptable sight lines will be achieved in order to secure vehicular and pedestrian safety. It is understood that the existing cabins have car parking provision at a location provided at 149 Dereham Road (3PL/2020/0358/O). It is not clear where parking provision will be made for this current application. \*\*Other Plans dated 13.01.23 details parking annotation in red. The Parish Council notes with concern the observations made by Place Services and the lack of ecological information.

### **Cllrs Turner and Fowler re-joined the meeting**

**7.3. Neighbourhood Plan working group** updated that it is progressing well. The group received over 100 responses (around 10% of the village) following the public consultation. Three questions were asked “What works well”, “What doesn’t work

well”, and “What are your priorities for the future”. Top scores for what work well was sense of community / shops / village location / GP and Pharmacy and village facilities. Top scores for what don’t work well was parking / GP and Pharmacy / bus service / traffic / speeding and over development. Top scores for priorities for the future was improvement to GP / improvement to bus service / limit further development / improve village appearance. The group advised the Council that this information will be taken on board in developing policies going forward and opportunities for project work.

**7.4. Breckland District Council (BDC) Local Plan Review**, following December’s consultation, 5 Call for Sites have been put forward for Mattishall and they are as follows.

1. Poplar Farm: Phase 2
2. Land next to Ivy Barn
3. Thynnes Lane
4. 149 Dereham Road
5. Land adjoining South Green Park

Cllr Fowler added that if BDC were to accept all 5 proposed sites, these could approximately equate to 358 new dwellings.

Cllr Clarke explained that the second phase to the BDC Local Plan is to complete the 60 questions from the Issue’s and Options document. The Planning Working Group will have a meeting later in the week to draft answers for the Council’s consideration for the next Parish Council meeting.

The Planning Working Group circulated comments for the BDC design code survey for their Local Plan Review. It was unanimously **AGREED** to submit comments, proposed by Cllr Fowler and seconded by Cllr Murray.

**7.5. New National Planning Policy Review**, Cllr Fowler updated that following the national consultation on the proposed changes to the National Planning Policy Framework (NPPF), BDC had issued a report with their views to cabinet.

**7.6. Denbury Homes**, Cllr Clarke updated that the community woodland (blue bordered land) is ready for land transfer this Spring. The Council **AGREED** to instruct Leathes Prior to act on the Council’s behalf. Their fees are between £1,500 to £2,500, subject to our solicitor confirming if these fees are paid by the developer.

Correspondence received from Ace Shelters was circulated to members for review. It was discussed and agreed that the proposed bus shelter was not in keeping with the village. Cllr Fowler had raised some valuable questions regarding location, ownership, and responsibility. The Planning Working Group will seek the answers to these questions and report back to the Council.

**7.7. Bayfield Homes**, the Planning Working Group have their first site meeting with them tomorrow morning. The muddied footpath and early start times will be raised.

## **8. Open spaces**

**8.1. The Open Spaces Working Group (OSWG) report** was noted and circulated to

all members for review

**8.2. Churchyard gate**, upon reviewing quotations it was unanimously **AGREED** to appoint Nature Barn to replace the gate to the Churchyard wall (opposite the fish and chip shop). Proposed by Cllr Fowler and seconded by Cllr Clarke.

**8.3. Grass Maintenance**, upon reviewing quotations it was unanimously **AGREED** to appoint TTSR grass contractors for 2023. Proposed by Cllr Murray and seconded by Cllr Clarke.

## **9. Communications Working Group**

**Website**, the clerk updated the Council that the website is live, she explained that the facebook feed to the website is not displaying using the Safari browser but can be viewed on Chrome. Steve Jackman explained in an email that this is a global issue affecting some versions of Safari displaying facebook feeds, depending on the user's security settings. It's not specific to the Mattishall website. The Council suggested to add a heading to the website, alerting users of the issue. A heading suggestion of, "Facebook newsfeed is not supported by Safari, if you are having difficulty viewing these feeds, please use Chrome".

In addition, the clerk was tasked with asking Mr Jackman to change the logo to the correct one.

**10. Surplus Land at Daffodil Way and Peartree**, the Council **AGREED** to register the plot of land at Peartree Close as a community asset along with the land at Bob Carter Court. The Council was happy to support BDC decision to sell the land at Daffodil Way at auction in March.

**11. 30mph speed limit extension at Dereham Road**, was unanimously **AGREED** with a comment added to ask clarity on the location of the boundary village sign. Proposed by Cllr Fowler and seconded by Cllr Pickering.

The Chair brought item 18 on the agenda forward

**12. Mattishall Memorial Hall and Playing Field Association**, it was unanimously **AGREED** to appoint Cllr Turner as representative for the Council.

**13. Kings Coronation (Sunday 7<sup>th</sup> May 2-6pm)**, an update was circulated to members for their review. The following items were highlighted.

- Face painter and Dann's ice-cream confirmed
- Cllr Piper explained that there is an opportunity with the District Explorer Scouts Commissioner in providing children activities like archery, rifle shooting, cave sim and axe throwing. Cllr Piper and the Clerk had offered to meet with him to discuss in more detail.
- The next working group will be held on Wednesday 22<sup>nd</sup> February at 10:30am held at the Church Room.

**The Standing Orders were suspended**

**14. Elections**, the clerk circulated the nomination packs to Cllrs for the upcoming elections in May. The clerk explained that the deadline for nominations is 4<sup>th</sup> April at 4pm.

**15. Annual Parish Meeting**, members **AGREED** the invitee list for the upcoming Annual Parish Meeting on Monday 24<sup>th</sup> April at 7pm, held at South Green Business Park.

**16. Re-appointment trustee for Mattishall Burgh Charity**, Diana Talbot no longer wishes to remain as a trustee. Mattishall Burgh Charity will inform the Council of a new trustee to appoint in due course.

**17. Private Norman Wrighton**, after discussion it was **AGREED** for Private Norman Wrighton to be added to the War Memorial and to be recognised at the next remembrance service thereof. The clerk was tasked with getting quotes from stonemasons for engraving. Proposed by Cllr Clarke and seconded by Cllr Piper.

**18. Flyposting**, it was unanimously **AGREED** that fly posting will not be permitted within the Parish of Mattishall. Existing businesses will be notified and given 7 days' notice to remove.

**19. Correspondence**, no report received for SAM2. No further update on flooding. Correspondence received from A47 update was noted.

**20. Items for the next meeting**, to agree guest speaker for the Annual Parish Meeting.

**The Chair closed the meeting at 21:39pm.**

**Payment list (approved at item 6.1)**

<b>Payment to</b>	<b>Description</b>	<b>Payment</b>	<b>VAT to be reclaimed</b>
A Rose	Salary (January)	£1092.24	£0.00
H Brooke	Mattishall Community Hub	£250.00	£0.00
HMRC	PAYE	£326.29	£0.00
Norfolk Pension Fund	Clerk Pension (Jan)	£414.89	£0.00
A Rose	Expenses (Amazon – wheelie bin stickers)	£5.99	£1.00
Community Car Scheme	Car Scheme Oct-Dec	£245.65	£0.00
D Fowler	Expenses (Tabnabs refreshments 11.01.22 Planning Working Group meeting)	£8.40	£0.00
Mattishall Memorial Hall	Hall Hire Youth Activities	£144.00	£0.00
Norfolk Parish Training & Support	Councillor Induction Course	£48.00	£0.00
S J Cutler Builder	Repair to the play area boundary wall	£3385.90	£564.32
Steve Jackman	Website update	£400.00	£0.00
Dann Icecream	Hire of bike cart and Ice cream	£192.49	£32.09
Ian Edwards	Handyman / Gardening January	£810.00	£0.00
		<b>£7323.85</b>	<b>£597.41</b>

**Mattishall Neighbourhood Plan Review Steering Group**

D Fowler	Expenses (Café Verde refreshments 09.01.22 meeting potential new members of steering group)	£14.65	£2.44
D Fowler	Expenses (Tabnabs refreshments 17.01.22 steering group meeting)	£12.65	£0.00
Nupremis Planning Consultancy	Stage 2 Neighbourhood Plan	£948.60	£0.00
Modicum Planning	Neighbourhood planning consultancy	£900.00	£0.00
D Fowler	Expenses (South Green Business Park refreshments 24.01.22 consultancy meeting for the Neighbourhood Plan)	£9.05	£0.00
		<b>£1884.95</b>	<b>£2.44</b>

**Payments paid by Lloyds multipay card (1<sup>st</sup> of each month)**

Jewson	Play area fencing (19.12.22)	£20.50	£3.42
Norfolk Waste Partners	Garden Waste Bin	£53.00	£0.00
Jewson	Play area fencing (22.12.22)	£24.00	£4.00
Land & Residential	Land registry for The Swan Inn	£19.95	£0.00
Land & Residential	Land registry for the Cemetery & Allotments	£34.95	£0.00

Survey Monkey	Subscription	£99.00	£0.00
Lloyds Bank	Multipay card fee	£3.00	£0.00
		£254.49	£7.42

**Payments paid by  
direct debit taken on  
or after 1<sup>st</sup> February  
2023**

Total Energies	Electricity	£17.24	£0.82
		£17.24	£0.82