



## Meeting Minutes

### Mattishall Parish Council

Monday 5<sup>th</sup> December 2022 at 7pm  
Poultec Business Park

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Parish Councillors present: Richard Turner (Chair), Graham Clarke (Vice Chair), David Fowler, David Piper, Janice Smith, Mike Onassis  
Parish Clerk: Anita Rose  
District Councillor: Paul Plummer and Paul Clausen  
Members of Public: 1

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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 Cllrs Norton and Pickering due to work commitments.

#### 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 7<sup>th</sup> November 2022

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

#### 4. To approve the minutes of the meeting held on 25<sup>th</sup> November 2022

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

#### 5. Clerk report

The clerk reported the following updates.

**5.1.** Norfolk County Council have not provided/replaced the display boards or the parish maps for some considerable time due to budget restraints. The Council agreed that before making a financial commitment the clerk will investigate the viability of having a replacement map mounted on the church room wall. The clerk was tasked with seeking permission from the Church and enquiring if planning permission is required.

**5.2.** Michlmayr clockmakers plan to complete the last components to the auto wind clock next week, with installation to be arranged early in the New Year.

**5.3.** The Council can now co-opt a councillor onto Mattishall Parish Council. The clerk will make the necessary advertisements to fill the vacancy.

**5.4.** The Council **AGREED** to no further action at present regarding Malt House Farm.

**5.5.** The clerk was tasked with chasing Poultec Business Park and Mattishall Surgery reference the letters sent in November inviting them to attend a meeting to discuss Breckland District Council Local Plan / Call for Sites.

**5.6.** The clerk informed the Council that a resident was disappointed with the proximity of the dog bin to the newly installed Jubilee bench, despite it already being moved. The Council **AGREED** to leave it where it is for now as it may be relocated at the same time as a future project.

**5.7.** Weather permitting the works of the boundary wall to the play area will commence second week in December.

## **6. Open forum for Public Participation**

A member of the public asked if the Council would be responsible for the management of the Memorial Hall following any resignation from trustees. The clerk was tasked with obtaining a copy of the constitution to clarify responsibility.

District Councillor Paul Plummer reminded the Council of the upcoming Breckland District Council (BDC) Local Plan meeting on Tuesday 20<sup>th</sup> December. Cllr Clarke confirmed he will be attending on behalf of the Council.

District Councillor Paul Clausen informed the Council that land at Daffodil Way and Pear Close had been withdrawn from auction and any future surplus land will be consulted with Parish Council's going forward. The Council was advised to email Cllr Clausen to express our interest in exploring the use of this land with BDC.

District Councillor Paul Clausen updated the meeting on BDC's current understanding on the proposals for a directly elected Mayor for Norfolk.

## **7. Finance**

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

**7.2. The draft budget** is ongoing, with a working group meeting scheduled for 4<sup>th</sup> January to finalise the draft.

**7.3. Norfolk Parish Training and Support Spring Seminar**, it was unanimously **AGREED** for Cllrs Smith, Clark, Onassis and the Clerk to attend the spring seminar held on 21<sup>st</sup> March 2023.

**7.4. ESPO Electricity Procurement Service Agreement for 2024-2028** was unanimously **AGREED**, proposed by Cllr Clarke and seconded by Cllr Fowler. The clerk advised that the bill validation fee of 25p per day was not required, it was **AGREED** to remove this fee from the agreement.

## **8. Planning matters**

### **8.1. To receive results of planning applications**

3PL/2020/0466/F: Land East of Summer Meadows, 2 Mill Road; The development proposed is change of use of land to use as residential gypsy caravan site, including the stationing of 7 caravans for residential purposes, together with the laying of hardstanding – **APPEAL DISMISSED**. It was **AGREED** to write to BDC to enquire if the development had already started / completed.

3NM/2022/0095/NMA: Poplar Farm, 41 South Green; Non Material Amendment To 3PL/2019/0849/D - Revised minor changes to layout and house types for Plots 13 to 23, including siting of electrical sub-station. (Non Mat Minor Amend) – **APPROVED**

3DC/2022/0238/DOC: Four Winds, Mill Road; Discharge of Conditions(s) 10 and 11 on 3PL/2022/0164/VAR (Discharge Conditions) – **APPROVED**

3PL/2022/1062/F: South Green Farm; Installation of a domestic solar array to power the electricity requirements of the house, change of use of 5,000m<sup>2</sup> of agricultural land to wild garden/recreational use, planting of 100 trees - **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 Onassis and unanimously **AGREED**.

**3DC/2022/0278/DOC:** Kensington Forge, Dereham Road; Part Discharge of Condition(s) No 4c & 4d on 3PL/2017/1112/F – No comments

**3PL/2022/1257/HOU:** 2 Cedar Rise; Raising the roof to convert existing bungalow into a 4-bedroom chalet style house with roof dormers - The Local Planning Authority is asked to consider whether the proposed design and use of materials (described in the Design and Access Statement as "modern chalet style with white rendered walls") are appropriate in this setting. The proposal's red edge is the border of this Mattishall Conservation Area and is immediately opposite a Grade two Listed Building and close to two other Listed Buildings. Policy ENV1 of the Mattishall Neighbourhood Plan requires "All development within the Conservation Areas and within the setting of listed buildings must take account of the historic fabric of these areas and preserve, and where possible, enhance their character and appearance". Please also consider ENV07 Breckland Local Plan, NPPF Paragraphs 194-208.

**3PL/2022/1271/HOU:** 32 Burgh Lane; Single storey side / rear extension – No comments.

**3PL/2022/0143/O / APP/F2605/W/22/3301662:** Land to the West of Rayners Way; Outline planning permission for the erection of 4 new single storey dwellings - In respect of application No. 3PL/2022/0143/O Mattishall Parish Council is against the appeal proposals.

The Parish Council submitted its objections to Breckland District Council on 14.3.2022. We respectfully ask that our submission be considered as part of this appeal. For clarity our objection statement is set out below:

Mattishall Parish Council objects to this application for a number of reasons:

1. The red edged site lies wholly outside the Mattishall Settlement boundary within the adopted Breckland Local Plan. Mattishall has significantly exceeded its agreed allocated housing target as set out within the adopted Breckland Local Plan Policy HOU03

2. The Parish Council and local residents have concerns regarding green infrastructure on the site. The site is particularly sensitive, it contains a number of very important trees which contribute significantly to the character of this part of the village. A number of the trees are protected by TPOs and the proposed development would adversely impact on their setting. Additionally, there is a significant line of five Cypress trees that are earmarked for removal by the applicant. The Parish Council and local residents believe that this grouping of attractive trees is of such merit to warrant protection for future generations. The Parish Council feels that the submitted tree survey and assessment is wholly inadequate and fails to appropriately consider the significance of the trees proposed to be felled. The development proposal does not respond to the location of this green infrastructure and its detrimental effect is contrary to LP Policy ENV01, and the adopted Mattishall Neighbourhood Plan Policy ENV3.

3. The proposal to develop this currently green space does not adequately demonstrate how net gains for biodiversity would be secured and is therefore contrary to saved Local Plan Policy ENV02, and Mattishall Neighbourhood Plan Policy ENV7.

4. The Outline planning application fails to provide acceptable details on how the surface water and foul drainage will be dealt with. This is an area of the village that has suffered from incidents of flooding. The proposal fails to provide evidence that the development would not increase green field run-off rates or have a positive impact on surface water flooding in the surrounding area. It is therefore contrary to Local Plan Policy ENV09. Similarly, the proposal presents insufficient information to give confidence that adequate and proportionate Comments consideration has been given to its likely effects on all sources of flooding and surface water drainage, and should not be supported (Mattishall Neighbourhood Plan Policy ENV9)

5. Whilst this is an outline application, the indicative plot layout totally disrespects the existing housing alignment on Dereham Road. The proposal has a poor integration with the surrounding area in terms of indicative layout. The housing form along Dereham Road is traditionally linear this proposal breaks that tradition, turning sideways to the respected housing form. The proposal therefore is contrary to Local Plan Policy COM01.

6. The application fails to consider the Mattishall Neighbourhood Plan's saved Policy ENV02, which requires proposals to take account views and vistas, in this instance the approach to Mattishall along Dereham Road from the west. The proposed development would adversely impact the village's rural character (Mattishall Neighbourhood Plan Policy ENV3) which clearly states that significant trees should be retained as an integral part of the design of any development.

7. Mattishall Parish Council is not comfortable with an Outline Planning Application for a site that sits outside the village settlement boundary. This application is by its very nature vague.

Mattishall Parish Council wishes to make the following supplementary observations:

a. As part of Breckland District Council's Local Plan Review 2022 (Call for Sites) an invitation was made for interested parties to submit sites for consideration as Local Green Local Spaces. In June 2022 Mattishall Parish Council submitted the appeal site with a request that, as it meets the qualifying criteria, it should urgently be designated as a Local Green Space.

b. The Mattishall Neighbourhood Plan 2017 is currently being formally reviewed. The intention is that the appeal site be afforded Local Green Space protection as a draft policy for consultation prior to consideration at examination.

c. It should be reiterated that the appeal site lies outside of the adopted Local Plan Mattishall Settlement Boundary. Mattishall Parish has exceeded its agreed Local Plan housing allocation and, as Breckland can demonstrate sufficient sites within its five year housing land supply, Policy HOU03 (below) must apply and give full weight protection to this important village site.

Breckland Local Plan Policy HOU 03: Development Outside of the Boundaries of Local Service Centres Development outside of the boundaries of the Local Service Centres will normally be resisted where the Local Plan housing target (as set in Policy HOU 02) is provided for unless supported by other policies within the Local Plan. Where the Local Plan does not identify sufficient sites to achieve the housing target, then further development will be allowed subject to being supported by relevant policies within the Development Plan and meeting all of the following criteria: 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. Opportunities for self-build dwellings which meet the criteria set out above will be supported.

**TRE/2022/0300/TPO:** The Oaks; Oak (T15) - crown lift all around to a maximum height clearance of 6m from ground level. Prune sub-lateral branches only, retain main branches. To reduce shading of property. - prune sub-lateral branches in northern crown overhanging bungalow (9 The Oaks) to clear roof by 2m – No comments.

**3DC/2022/0308/DOC:** 24 Cedar Rise; Discharge of Conditions 4 & 10 on 3PL/2019/1602/F – No comments.

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

- Meeting next week with AECOM to do a village assessment.
- Chase Simon Wood and Jan Guy from BDC for the grant funding.
- The Steering Group has appointed a new member, Glenda Clarke.

**8.4. Breckland District Council Local Plan review**, BDC Local Plan meeting - See item 6

**8.5. Denbury Homes**, Cllr Clarke informed the Council that the transfer of the Blue bordered land is likely to be Spring 2023 with the Orchard and Allotments ready for Autumn 2023.

**Bayfield Homes**, the working group will arrange a site visit when foundations are laid.

**8.6. Letter received from Norfolk and Waveney** was noted.

## **9. Open spaces**

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

- Cllr Piper had emailed the Commonwealth War Graves Commission reference the plaque and is awaiting a response.
- Cllr Clarke will ask Denbury Homes to provide quotes for two additional dip tanks that are to be placed at Burgh Lane allotments and installed at the same time as Kensington Forge.
- Their next meeting is on Wednesday 15<sup>th</sup> February.

**9.2. Private Frank Henry Norman Wrighton**, it was unanimously **AGREED** that he would not be added to the War Memorial in Mattishall as he is commemorated on the War memorial in Torquay.

## **10. Communications Working Group**

**10.1. No report received**

**10.2. Website**, Cllr Turner updated the Council that following a recent working group meeting all changes raised are achievable. It was **AGREED** to adopt the Oulton Broad template.

**11. Christmas Tree Lighting Event**, the event went well, with fewer people attending compared to last year. This could be because of the cold weather and the England World Cup match showing that evening.

The clerk confirmed the following.

- 55 Children visited Santa raising £165.00
- Donations received £100.22

It was unanimously **AGREED** to gift the left-over mince pies, lollies, squash, and biscuits to the Youth Club.

**12. Kings Coronation**, a working group had been formed with the following members Cllrs Piper, Smith and Onassis. Cllr Piper confirmed a Town Crier costume had been reserved. Following the successful Jubilee Event held earlier in the year Cllr Piper offered to speak to Anne Jackson to ask if she would like to lead the organising working group for the Coronation. The following items were raised for consideration.

- Changing the cipher on the beacon
- Coronation Bench
- Coins / Keyring gifts to school children

**13. 20mph Speed Consultation,** Cllrs Fowler and Turner gave an update following a meeting that was held with Matt Lines (NCC Highways Engineer) and Kevin Allen (NCC Road Safety Officer). It was proposed to extend the 20mph speed limit start at the eastern end of the village to the existing 30mph start point, and to include Church Plain and Mill Street to the point where there is a footpath. Cllr Fowler informed the Council that a letter had been sent to County Councillor Bill Borrett asking for his support.

#### **14. Correspondence**

**14.1.** No SAM2 report was received, Cllr Turner informed the Council that additional site locations are required.

**14.2.** Cllr Turner updated the Council that he attended a recent meeting at Watton with the Flooding Alliance Group where current flooding issues were discussed. Letters were sent to MP George Freeman, Head of Highways, Anglian Water and Lady Dannatt. The next flooding group meeting for the Mattishall Ward is on 15<sup>th</sup> January.

#### **Standing Orders were suspended.**

**14.3.** Cllr Piper updated the Council on the dualling of the A47 following a meeting that was held last Wednesday, he confirmed that the start date of the project had been put back due to a legal challenge that the cumulative effect of CO2 emissions from the three A47 dualling projects had not been made.

Cllr Piper also added that the NWL consultation had now closed with over 2000 responses received. The project is due to start in 2024 taking up to two years to complete.

#### **15. Items for the next meeting**

Kings Coronation, Budget / Precept, Christmas 2023 and Website review.

The Chair closed the meeting at 21:37pm.

Payment list (approved at item 7.1)

Payment to	Description	Payment	VAT to be reclaimed
A Rose	Salary (November)	£1466.14	£0.00
Ian Edwards	Expenses (Toolstation varnish)	£15.21	£2.54
A Rose	WAH Allowance	£26.00	£0.00
HMRC	PAYE	£589.19	£0.00
Norfolk Pension Fund	Clerk pension	£588.35	£0.00
J Smith	Expenses (Daisy's – Doris Bob Carter Court 100 <sup>th</sup> Birthday Flowers)	£40.00	£0.00
J Smith	Expenses (Lidil – 12 boxes of mince pies)	£25.08	£0.00
J Smith	Expenses (Tesco's – squash / chocolate)	£4.30	£0.00
J Smith	Expenses (Biscuits)	£3.00	£0.00
J Smith	Expenses (Doris – Bob Carter Court birthday card)	£1.29	£0.00
A Rose	Expenses (Amazon – Elf Costume)	£19.99	£3.33
A Rose	Expenses (Makro – Hamper contents)	£231.76	£6.35
PPL PRS	Music Licence	£27.55	£4.59
Online Playground	Cradle Swing seat replacement	£131.00	£21.83
Mattishall Memorial Hall	Youth Club room hire	£144.00	£0.00
Mansfield Fencing	Relocate dog bin	£120.00	£0.00
Mansfield Fencing	Installation of Jubilee bench and time capsule	£475.00	£0.00
All Saints Church	Contribution to electricity	£160.00	£0.00
R Turner	Expenses (Amazon – tree light back drop)	£15.99	£2.67
R Turner	Expenses (Print A – Banners)	£107.49	£17.91
R Turner	Expenses (Amazon – Adhesive strips)	£6.24	£1.04
Ian Edwards	Handyman / Gardener November	£840.00	£0.00
		<b>£5,037.58</b>	<b>£60.26</b>
<b>Mattishall Neighbourhood Plan Review Steering Group</b>			
		£0.00	£0.00
<b>Payments paid by Lloyds multipay card (1<sup>st</sup> of each month)</b>			
Post Office	1 <sup>st</sup> Class Stamps	£22.80	£0.00
Jewsons	Play area fencing 281022	£24.00	£4.00
Jewsons	Play area fencing 111122	£24.00	£4.00
Lloyds	Multipay card fee	£3.00	£0.00
		<b>£73.80</b>	<b>£8.00</b>



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**Payments paid by  
direct debit taken on  
or after 1<sup>st</sup> December  
2022**

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Total Energies	Electricity	£17.24	£0.82
		£17.24	£0.82

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