

## CASTLE ACRE PARISH COUNCIL

Minutes of the Parish Council meeting held in the village hall on Thursday 14 January 2016:

Present: Mr T Hubbard (TH) Mr M Hickey (MH) Chairman  
Mr N Patrick (NP) Mr L Fisher (LF) Vice-Chairman  
Mr S Allen (SA) Mrs H Breach (HB)  
Mr J Moriarty (JM)

In attendance: Ms L Roast (Clerk), 2 members of the public

Apologies: Ms C Williams (CW), Mr R Read (RR)

### **103 Neighbourhood Plan presentation by Alex Bradley and Jemma March from BCKLWN.**

Adopted Neighbourhood Plans or policies would shape housing development in the village, similar to a mini Local Development Plan, as produced by the Borough Council. Local Plans take a long time to agree, with the focus on larger strategic issues in small towns. Neighbourhood Plans can be more specific, shaping the design of developments in small villages; for example, by limiting the number of bedrooms allowed in a house, making them 'affordable' and ensuring that no large second home 'mansions' can be built. Neighbourhood Plans are significant and carry legal weight so that developers have to take note of them. When the Borough's Community Infrastructure Levy (CIL) comes into force, those Parishes with Neighbourhood Plans will receive a 25% uncapped amount from a new development, whereas without a plan, the Parish will get £100 per house or a capped 15%. Accordingly, even if a Neighbourhood Plan is quite brief, it may still aid the Parish in its future development. Neighbourhood Plans give local people a say in how they want their village to develop with the ability to designate green spaces and other infrastructure. All Neighbourhood Plans have to comply with the basic conditions of the Borough's Local Plan by supporting sustainable development. Neighbourhood Plans cannot limit the amount of development, cannot change the Conservation area but can amend boundaries and adopt green spaces. It can preserve important viewpoints i.e. from the castle and suggest styles of housing i.e. bungalows.

In considering whether to start a Neighbourhood Plan, Cllrs should ascertain: are there enough people willing to be on a steering group to write the plan and to involve the community? Are they in for the long term so not to leave it to just one person to complete the plan? Will the plan meet expectations? What are the issues? Why does the village need it? Ms March suggested that the community would have difficulties in shaping its development without a Neighbourhood Plan.

BCKLWN covers the costs of printing resident questionnaires. The PC could apply for funding of up to £8,000 to cover costs. Ms March suggested Cllrs check the Borough website to read costed case studies. BCKLWN has a statutory duty to support parish councils in their bids to formalise a Neighbourhood Plan, to meet and evaluate issues, give guidance and help. BCKLWN can also supply outline maps when designating green areas, boundaries, walkways etc. The Council could also help with community consultation posters. The small team at the council would always be on hand to assist

A further stage would be an independent inspector's health check with BCKLWN paying 2/3rds of the cost. On average this takes two or three days at £350 per day. To succeed, the basic conditions would be: general conformity of the plan with BCKLWN's strategic Local Development Plan; boundaries; must support development (cannot choose to have less development than in the LDP); must conform to EU regulations; wildlife habitats and European sites and strategic environmental assessment; must have regard to the National Planning Framework; must state the period of the plan (aligned with the current BCKLWN plan); must get 50% of the vote in a local community referendum.

Designated steps are:

- Launch formally: after designating the area i.e. with a village map showing the boundary, with a statement as to why the area is appropriate. This goes to a six week consultation with the Borough Council and is not usually controversial.
- Adoption: through a Neighbourhood Plan Steering Group with a list of who is doing what.
- Setting aims and objectives: Issues could go out in a local questionnaire focusing on specific areas. Advice: keep it simple / straightforward / not too big. The questionnaire can be key in presenting supporting evidence in the finished plan.
- Write plan: do own consultation and formalise consultation statement and evidence of consultation by advertising to local bodies, residents and Borough Council over a period of six weeks. BCKLWN will forward an example to the PC.
- BCKLWN operates a further six weeks consultation in the area.
- PC and BCKLWN appoint an independent examiner (BCKLWN pays for this). The independent examiner checks general conformity and that the plan complies with the local strategic plan. S/he can suggest changes.
- BCKLWN holds a local referendum to approve the Neighbourhood Plan.

In summary, noted that the current Local Plan will soon be adopted. BCKLWN will start on a new Plan looking further ahead than 2025. Neighbourhood Plans must conform to the current adopted Plan – the latest Plan prevails. Any new plan must take into account government pressure to build more housing.

**104 Minutes of PC meeting Thursday 10 December.**

Mr L Fisher proposed approval, Mr T Hubbard seconded. Agreed.

**105 Actions from previous meeting:**

- 61 **Bailey Gate posts** – still waiting for Highways to make a site visit.
- 67 **Priory Field footpath** – has been cut.
- 73 **Transparency code** –the Clerk has applied for 100% funding from NALC.
- 84 **Mayor’s Civic Award** – no application this year.  
**Defibrillator funding** – online application submitted for a free village defibrillator, CPR training and a cabinet with a key pad locking system.
- 95 **Street lights warranty & switch off** – the manufacturer’s warranty on LED bulbs is five years. These bulbs use 18 watts of electricity compared to 59 watts for the current SOX bulbs. No cost to the PC for replacing any defective LED bulb within the warranty period. The PC is on an unmetered supply with e.on. However the maintenance company K&M has checked with UK Power Networks, noting that savings will be made when each ten new LED bulbs are in place. PC to ensure these cost savings are achieved.
- 89 **Pales Green grass strip** - MH reported that the grass strip had finally been lodged with the Land Registry with Holkham Estate paying all the costs. SGS Solicitors is still owed the original registration fee of £50. MH proposed paying. Cllrs agreed.

**106 Health & Safety.** No issues to report.

**107 Matters requested by Councillors.**

**Stocks Green/Castle car park waste bins** – the Borough Council has offered three large, surplus wheelie bins housings to take 240 litre green wheelie bins, FOC to the PC. MH proposed removing the two existing black housings as well as the two concrete litter bins and

replacing all by those from the BC, but repainted. Cllrs agreed. Historic England has offered £250 towards the purchase of a new bin of a similar size on the Castle car park. MH proposed that the PC accepts this and to budget for a further net £169 charge to cover buying this replacement bin in April. JM seconded. All agreed.

**2016/17 Budget and Precept** – Cllrs confirmed acceptance of the budget figures, as presented. MH proposed that the Precept should be increased by 11.5% to £10,750 to cover both the purchase of new items and to meet additional on-costs, while ensuring the PC bank balance reserve covers six months of annual expenditure. The new Precept will equate to an increase of £4.56 on a Band D household. TH seconded the proposal. All agreed.

## 108 Planning

Mr Jim Moriarty opted out of the discussion.

**16/00006/F - removal of two corrugated outbuildings, construction of store, garage with studio/garden room, porch with modifications to highway entrance at Valley Side, Chimney Street.** Plans for the proposed buildings were displayed and explained. Cllrs voted to support.

**15/00942/OM hybrid application, Massingham Road.** The planning officer's report to the Planning Committee recommended approval but failed to include a condition preserving the hedges to the west and north of No.1 & 2 bungalows along the Massingham Road. Noted that the Committee voted in favour of such a condition, as requested by CAPC, as well as for the complete hybrid application. Building work on the first four dwellings should start in autumn 2016.

Noted that a planning application to convert the water tower into private accommodation was just posted online. The PC will need to call a special planning meeting.

## 109 Correspondence

**Fishing Club and the South Acre ford** – by driving up the river, 4 x 4 off roaders have knocked down the fishing club's posts, put in place to protect the wild trout spawning grounds, and eroded the river banks on exiting. This site is a SSSI. The Fishing Club has reported the incident to their national organisation and to Highways, asking what legal steps can be taken to stop this vandalism. MH has forwarded this correspondence to our County Cllr, Toby Coke, requesting that the legal process to close the road is resurrected. The club also reported that the road grips were no longer efficiently diverting the road silt away from the river.

**Town Banks** – the felling of some of the trees in the Town Banks requires a felling license (applied for). The PC was informed that things were moving along slowly.

**West Acre Village Hall** – The PC was informed that West Acre PC has applied to the lottery Reaching Communities fund for a new village hall located north of the current West Acre theatre site. The new hall would feature a billiard room, meeting room and sports facilities. The PC does not consider that this large new building would have an adverse effect on Castle Acre's village hall bookings and welcomes the additional facilities that could benefit our village residents.

## 110 Reports

**Martin Hickey – Highways** – Archer Lane kerb reduction - done. St James' Green post - done. Archer Lane is flooded and in a poor condition. Highways is aware and will deepen the ditch and cut through to the adjoining field to allow excess water to exit. The verge between the new Trod and the road along St James' Green is becoming muddy and ruined by people driving over the verge and parking on the grass.

**Castle Acre School** – no report

**Friends of Castle Acre School** – no report

**Village Hall** – the Community Payback Unit have sanded the hall floor. The old tables are to be sold. The payback unit is scheduled to do more general work: painting windows, making a notice board at the front, painting and tidying the hall.

**Castle Acre Playing Field** – no report.

**Borough Council** – no report.

## 111 Accounts

The following cheques were signed - payments were proposed for approval by Laurie Fisher (, Jim Moriarty seconded. Agreed.

FCC Recycling (UK) Ltd £34.90 (includes VAT £5.82), E.on Energy (electricity) £63.37 (includes VAT of £3.02), St James the Great, Parochial Parish Council £1,000 (no VAT)

SGM Solicitors (Pales Green Land Registry fee) £50.00 (no VAT), Linda Roast (Clerks Salary) £ 478.76 (no VAT)

## 112 Village Maintenance

**Orchard Lane** – the residents of St Crispens Cottage reported road surface subsidence, possibly as a result of UK Power Networks maintenance work with a cherry picker done last month to whom they have complained. PC to report this to Highways.

**North Street/ Playing Field alley** – builders waste was removed

**St James Green verge between trod** – The Clerk to draft a letter to all residents requesting that cars are not parked anywhere on the grass in St James' Green in line with Holkham Estate's conditions and Parish bylaws.

**Litter** – Six bags of litter has been collected. The date of the Spring village clean-up day will be set soon.

**Foxes Meadow flooding** – JM reported that the road had been flooded because of a blocked drain around 66 Foxes Meadow. The Clerk to report to Western area Highways.

**A1065 Flooding** – Bad flooding reported along A1065 downhill of the pig farm, leading to fears that the silt might flow into the River Nar. The Clerk to report to Breckland Highways.

**Priory Road verge cutting** – the Clerk to ask TTSR to change the month of the first cut from May to June.

**Stocks Green** – the area was swept in December.

## 113 Public Question Time – no questions

The meeting closed at 9.25pm. The next full Parish Council meeting is at 7.30pm on Thursday 11<sup>th</sup> February in the village hall.