

**Minutes of the Salhouse Parish Council meeting  
held at 7.30pm on Monday 6<sup>th</sup> November 2017  
At Jubilee Hall, Lower Street, Salhouse**

**Present:** Martin Murrell (Chairman), Colin McCormick (Vice Chair), Bob Cooper, Martin Nudd, Steve Jarvis, Reg Reeve, Julie Redburn and Colin Thomas.

**In Attendance:** Sarah Martin, Parish Clerk

**Members of Public:** 7

**1. Apologies for absence**

Apologies were received and accepted from Nick Ball.

**2. To consider the co-option of new Parish Councillor**

On the proposal of Colin McCormick, seconded by Steve Jarvis, Andrew Peachment was approved as a co-opted Parish Councillor and the Chairman welcomed him to the Parish Council. Andrew signed the Acceptance of Office, which was witnessed by the Clerk. Declaration of Interests forms to be completed and sent to BDC.

**3. Declarations of Interest in items on the agenda**

Martin Murrell and Bob Cooper declared an interest as Trustee on the Salhouse United Charities Trust.

Colin Thomas, Colin McCormick and Julie Redburn declared an interest in Item 8i -planning application 20171708 - Land adjoining Ashleigh, Chapel Loke

**4. Approval of the minutes of the Parish Council meeting of 2<sup>nd</sup> October 2017 and planning meeting on 16<sup>th</sup> October 2017**

The minutes of the Parish Council meeting of 2<sup>nd</sup> October 2017 were approved as a correct record on the proposal of Bob Cooper; seconded by Steve Jarvis – all agreed. The minutes of the Planning meeting of 16<sup>th</sup> October 2017 were approved as a correct record on the proposal of Bob Cooper; seconded by Steve Jarvis – all agreed. Both sets of minutes were duly signed by the Chairman. These will be posted onto the website.

**5. Chairman's Report, to include consideration to any matters arising, not on this Agenda**

Martin Murrell reported that Call for Sites is still ongoing, and there is work on revising the timetable for drawing up applications.

**6. Public Participation and District Councillor and Police reports**

*To include a presentation by Chris Dady regarding CPRE's pledge*

- Apologies were sent by District Councillor Vince Tapp.
- PCSO Sean Phillips reported that during October there were 4 offences:  
1 x road rage on Norwich Road, 1 x possession of cannabis in Station Road and 2 x assault at Milestones.  
PSCO Phillips also reported that the police have been keeping an eye out for the reported untaxed car, and a reported vehicle obstruction on the Norwich Road, but both of these have not been present during police patrols.
- Chris Dady spoke about the results of the speed cameras from Panxworth PC, who have found a high increase in the volume of traffic (83,000-101,000) during August-September – possibly due to traffic avoiding Postwick junction. Speed indication cameras have also speeds up to 85mph.
- Chris Dady spoke about the Campaign to Protect Rural England. Local campaigns are being run all over the Country. Details for the Norfolk Campaign can be found at [www.v4n.org.uk](http://www.v4n.org.uk). All Norfolk PC's have been written to for support of the pledge. The pledge is to say PC's are concerned about the right houses in the right places. He stated that Salhouse residents are concerned about the number of large housing developments, but less concerned about the right type of houses. He asked the PC to

look at the campaign and consider windfall developments (*sites not part of the call for sites allocation*) and phasing new sites for the future. He asked the PC to consider supporting the pledge and thanked the PC for listening.

Public Participation closed at 7.58pm, one member of public left meeting.

## 7. Progress reports relating to:

### i) SAM2 speed monitoring equipment data report

The report was circulated – there were no comments. Speedwatch observed traffic increase from approx. 400 up to 600 in the mornings, and up to 938 during the temporary diversion. Figures have been going up over the last year. Figures are recorded for one direction only at present. It will be interesting to see what effect the NDR has on these figures, and whether they decrease.

It was suggested that the data be kept to present to the County Council in the future.

Speedwatch teams meet up annually – report to be given at next meeting.

### ii) Team Salhouse Report

The report had been circulated, and was read out– no comments were raised.

### iii) Highway and footpath matters – to include Highway Ranger update

- Footpath Warden's report was read out. A meeting has been arranged with Highways on 16/11 to look at Footpath 12.
- Highway Ranger – due to visit Salhouse within the next 3 months. Clerk to re-send street furniture list to Highways.

Potholes and defects etc. can be reported directly to the Highway Ranger via:

<https://apps.norfolk.gov.uk/HighwaysDefect/>

If parishioners report these types of problems directly to NCC they may have more weight than just the PC.

(Clerk to supply details for website and SAGA)

### iv) War Memorial Report

Following the pre-application, further photos have been submitted as requested. The vertical alignment is out quite significantly. Waiting to hear back if our pre-application has been successful.

### v) Bell Pond Report

Bure Valley Conservation Group requested an ecological review of the pond. An ecologist from Norfolk Wildlife Trust is visiting the site on Wednesday 15<sup>th</sup> November at 2pm to investigate.

### vi) Any Other Reports

None

## 8. To consider a planning report and agree recommendations on the following planning applications:

Colin McCormick read out the planning report (Appendix 1).

Clerk to contact BDC to request updates on planning applications awaiting decisions, and on 20171302.

### i) Planning Applications Received

#### 20171708 - Land adjoining Ashleigh, Chapel Loke, Salhouse, NR13 6RA

Erection of 3 bedroom detached bungalow with associated garage and parking.

Discussions were had including the property less visible now a bungalow opposed to a house; it is outside settlement area; no. of existing houses within the Loke; drainage issue not addressed; proposed cladding. The PC's original response was 'Object'. The Chairman proposed to object to this application based on the PC's original objection and comments; however, it was voted on – Object = 2, Support = 3, No comment = 1

(Councillors Thomas, McCormick and Redburn had declared an interest in this application and did not participate in this item)

**Resolution:** Support – but to express concerns over drainage issues being addressed.

**ii) To agree on a planning subcommittee**

Discussions had regarding having a planning subcommittee or separate planning meetings. It was agreed by all to have separate planning meetings if a planning application is over 10 dwellings; or if it is known it will be challenged; or there are over 3 planning applications to be considered.

Planning training for all Councillors has been arranged for 22<sup>nd</sup> January 2018.

**iii) To agree monitoring of the Neighbourhood Plan**

A spreadsheet has been compiled suggesting how to monitor planning applications regarding the NP. For planning applications submitted after 19<sup>th</sup> July (adoption of NP) quoting of the NP should be in all planning comments. Questions should be asked to BDC in regard of the NP in their decisions.

Clerk to obtain quotes for printing of NP (soft bound A4 – approx. 700 copies)

**iv) To consider Rackheath Development Boundary**

It has been proposed to look at changing the Western Parish Boundary with Rackheath, following on from the Rackheath Development where a large area is within Salhouse, however Salhouse has never been consulted regard this. The majority of CIL/s106 monies would go to Rackheath if the boundary is changed; otherwise Salhouse may have to maintain these areas if boundary is not changed. The next Rackheath PC meeting is on 20<sup>th</sup> November, where they will be discussing this proposal. Bob Cooper and Julie Redburn will attend this meeting as representatives of Salhouse PC. Boundary reviews occur every 17 years, and was last reviewed in 2002. BDC and District Councillors have been spoken to and are in support; however, this proposal would need a petition of 250 names in support.

**v) Any other planning matters**

None

**9. To consider application to Parish Partnership Scheme**

Colin McCormick and Clerk met with Highways to discuss possible Parish Partnership applications. Discussions were had regarding possible options:

Norwich Road trod – this would be considered a major project and therefore exceeds the maximum grant that can be applied for. A feasibility study would need to be carried out first to see if this would be possible, which costs £3000.

Andrew Peachment to investigate if a contribution towards a trod from Church to Lodge Public House would be considered.

Clerk to speak to Highways regarding a bus shelter on Norwich Road (Norwich bound), and if improvements to prevent the flooding of Stonehouse Bridge would come under the scheme.

It was agreed by all to consider applications for recreation ground footpath and pedestrian entrance improvements; signage; Bell road extension of trod and bus shelter on Norwich Road.

Two members of public left meeting 9.28pm.

**10. To consider the notes and matters arising from Playing Field Management Group**

Martin Murrell briefly went through the PFMG notes from the last meeting. The biggest elements being considered is the pavilion and MUGA (at public meeting 2 years ago this was suggested for the community). Initial quote for a MUGA is in region of £140,000, however this can be funded using current CIL and s106 monies.

There have been plenty of discussions regarding the pavilion including the specification and costs.

There have been quoted some extra over costs e.g. paint £1472+VAT and wall protection

£1837+VAT. It has been agreed however for Heritage to supply the benches in the changing rooms and basins in the toilets, these will be inclusive cost.

In original discussion the building was told to be a pre-fabricated build and would be put up within 2-3 weeks, however at a recent meeting this has now changed to a build on site, steel framed, taking planned 30 weeks. There is a condition in the planning consent for the houses on Lower Street that the houses cannot be occupied until the pavilion is handed over. Although the two types of construction are completely different the pavilion will remain looking the same as the original design.

As the building is now classed as permanent, this causes issues with the lease with SUCT in terms of the length of the lease and the condition that only temporary structures are permitted, and the PC must obtain written permission from SUCT before going forward. The PC would also need a contingency fund to remove the building and return the land to agriculture as per the contract. The PC is speaking with NPLaw to seek advice on the legal ownership of the building. Nothing has been signed on behalf of the PC.

Martin Murrell went through the ongoing costs the pavilion would incur, which equates to 20% of precept.

It was discussed that this would equate to an extra £10 per household per annum to support this pavilion, which may not be popular with all parishioners as it is perceived that the pavilion is for the football club.

The terms of the lease however, state that a building cannot be solely for one use and would be available for the whole parish and other activities. It is assumed that the football club will support this and contribute to the costs, however discussions need to be had with them to inform them of the ongoing costs. Concerns are had though that the football club already has a shortfall in income for 2017/2018, and therefore there is a risk that the PC would have to pay all the ongoing expenses.

It was questioned what happens if the PC do not go ahead with the pavilion? Martin Murrell explained that Heritage would have to change their planning application, as the pavilion is a condition of the application that they put in as a unilateral agreement. Changing the planning application would delay the build, but not stop it.

Building Regulations were not met, and an air source heat pump is now being planned.

It was discussed that the PC should not miss an opportunity and therefore serious consideration is needed before turning it down.

Other considerations were given to the use of the pavilion, without taking business away from the Jubilee Hall.

The MUGA has been looked at to comply with many sports leagues.

CIL and s106 monies are earmarked for outdoor and leisure facilities, as confirmed by Bob Fell at BDC. Grant funding is also available.

It was raised if the PC could request a MUGA instead of a community building?

Discussions were had if the MUGA would need a changing facility? Conclusions were dependant on who would use the MUGA.

The PC need to make a decision whether to proceed; however, there are factors which need answering first – SUCT contract, football contribution to funding, confirming costs including rates and insurance.

It was agreed to write to Heritage to explain the PC's position due to the change in the pavilions building structure, and to also write to SUCT.

It was decided to postpone until the next PC meeting.

**11. To make a decision on a telephone line for the Defibrillator at the Jubilee Hall, or consider other options**

At the September PC meeting it was discussed whether to consider providing defibrillators in other parts of the village. Costs for a new defibrillator are in the region of £1350 + VAT. It was considered a good idea for the Broad as there were medical emergencies reported there in the summer. Clerk to write to Salhouse Broad and BT re phone box in Station Road.

**12. To agree Parish Council meeting dates for 2018**

Dates to be circulated to Councillors, but initial proposal to move to 2<sup>nd</sup> Monday of month  
Clerk to check availability with Jubilee Hall.

**13. Finance**

**i) Approval of Payments**

The following payments were approved on the proposal of Martin Murrell; seconded by Colin McCormick – all agreed:

S J Martin August Salary - (63.75 hours) £608.76 NET & Expenses £96.45	705.21
HMRC (Sarah Martin £0.55 EE & £0.64 ER)	1.19
The Norfolk Pension Fund (£37.65 EE & £147.19 ER)	184.84
Paul Green Invoice 852 (September)	255.03
Salhouse 2000 (office Rent)	60.00
Norfolk Parish Training & Support (Training Sarah Martin - 3 courses)	120.00
Malcolm Garner (Team Salhouse Expenses Winter Flowers)	75.49
Salhouse United Charites Trust	320.00
The Royal British Legion (Poppy Wreath) <b>s137 payment</b> (*see item ii below)	100.00
	<b>1821.76</b>

**ii) To agree a donation to Royal British Legion – Poppy Appeal**

The donation for 2016 was £50.00. The cost of the wreath is £17.00. It was proposed by Martin Murrell to donate £100.00; seconded by Bob Cooper – all agreed.

**iii) To consider supporting the CPRE's pledge**

It was agreed to postpone this decision until the December meeting, to allow Councillors to look at the [www.v4n.org.uk](http://www.v4n.org.uk) website

**iv) To note monthly bank reconciliation report**

The monthly bank reconciliation for September were approved and signed by Martin Murrell.

**v) Any other Financial matters arising**

None

**14. To receive correspondence and agree response (if any)**

*NALC Newsletter and Training course dates*

*Police Parish Newsletter*

*Clerks and Councils Direct*

*Charity Commission News – Autumn 2017*

*Briefing Meeting Request from Taylor Wimpey*

*Public Enquiry Offices and Police Community Support Officers Cut* – Martin Murrell to respond on behalf of PC

*Highway Ranger Visit*

**15. Public Right to Reply- adjournment of meeting for public to comment**

One member of the public requested that the PC expresses a concern regarding the proposed PCSO cuts.

**16. Any items for the next Parish Council meeting to be held on Monday 4<sup>th</sup> December 2017 in the Jubilee Hall at 7.30pm.**

**There being no further business the meeting closed at 10.37pm**

## **Appendix 1**

### **PLANNING REPORT TO SALHOUSE PARISH COUNCIL MEETING 6<sup>th</sup> NOVEMBER 2017 (correct as of 4<sup>th</sup> November 2017)**

#### **Planning Applications Received for consideration at this Meeting**

**PA 20171708 - Land adjoining Ashleigh, Chapel Loke, Salhouse, NR13 6RA**  
Erection of 3 bedroom detached bungalow with associated garage and parking.

#### **Correspondence Received in relation to the above Applications**

None

#### **Decisions Advised by Broadland District Council**

**PA 20171207 – Land adjacent to Station Lodge, Howletts Loke, Salhouse, NR13 6EX**  
Erection of four detached chalet dwellings (Outline)  
SPC Recommendation: **OBJECTION**  
**REFUSED** by BDC Planning Committee 4th October 2017

**PA 20161390, Meadow Hill, 90 Lower Street, Salhouse, NR13 6AD**  
Development of 10 Dwellings – Revised Application  
SPC Recommendation: **OBJECTION**  
**REFUSED** 13th October 2017

**PA 20171302 – Land to rear of 68 Lower Street, Salhouse, NR13 6RB**  
Approval of Reserved Matters by Conditions 2, 5, 6, 7, 8, 9A and 10 of Outline Planning Permission 20151129 (Revised)  
Previously considered at September meeting: SPC Recommendation: **OBJECTION**  
**CONDITIONAL APPROVAL** 25<sup>th</sup> October 2017

#### **Decisions Advised by The Broads Authority**

None

#### **Awaiting Decision**

**PA 20170243: Land to the Rear of 74-90 Norwich Road, Salhouse, NR13 6PB**  
Residential development comprising a minimum of 95 dwellings including affordable housing, landscaping, car parking and 7.01 hectares of publicly accessible green infrastructure containing children's play equipment, tree planting and a 30 space visitor car park (Outline)  
SPC Response: **OBJECTION**

**PA 20170431 - Land off Barn Piece Close, Norwich Road, Salhouse**  
Mixed Dwelling Residential Development of 22 Single Storey Properties  
SPC Response: **OBJECTION**

**PA 20170764 – Equestrian Centre, Lower Street, Salhouse, NR13 6RH**  
Residential Development for 16 dwellings (Outline)  
SPC Response: **OBJECTION**  
**DEFERRED** until December 2017 Planning Committee meeting

**PA 20171580 – Wood Farm, Norwich Road, Salhouse, NR13 6JW**  
Erection of Building Comprising Two Light Industrial Units and Associated External Works  
SPC Response: **OBJECTION**

**PA BA/2017/0367 – Replacement quay heading at Salhouse Broad**  
SPC Response – **NO OBJECTION**