

POTTER HEIGHAM PARISH COUNCIL

5 Sceptre Close, Hellesdon, Norwich, Norfolk, NR6 5HE

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com**MINUTES February 2024**

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 10th February 2024** at 7.30pm in Potter Heigham Village Hall.

Present: Sheridan Turner, Chair
 Donald Pickering, Vice Chair
 Helen Bartlett, Councillor
 David Bland, Councillor
 Stan Chapman, Councillor
 Robin Graves-Morris, Councillor
 Mary Haslam, Councillor
 Harry May, Councillor
 Bev Standen, Councillor

In Attendance: Richard Price, County Councillor
 Harry Blathwayt, District Councillor

1) Apologies: Keith Lowes, Councillor
 James Stone, Councillor
 Laura Bateman, Parish Clerk

2) Public Forum

a) Items from the public - None

b) Items from the County Councillor

Concern was raised about appropriate timing of when the Herbert Woods barrier is closed. Cllr Price has purchased CCTV to monitor the flood barrier to be mounted outside Lathams. Camera direction can be selected by the flood wardens and Cllr Price. It was noted when the barrier is late going up, water that is then supposed to be released slowly is being released too quickly. Cllr Price was thanked for purchasing the CCTV.

Cllr Price noted that he has asked Highways to put more grips into the Causeway in Repps. Recent grips dug into Marsh and Church Roads do not reach the ditches. Exact locations of ineffective grips should be sent to the Cllr Price using What Three Words

ACTION: Cllr Standen and Cllr Haslam to report

c) Items from district Councillor

Broadland Futures Initiative (BFI) has been working on issues facing the broads and there will be decisions to be made in the future by the parish council regarding these matters. Considerations will be needed about dredging the river, which would result in more salt water, verses not dredging which would mean higher fresh water levels. Decisions in where to build and what to protect and what not to protect will be needed. High density areas are receiving preference over rural areas with ideas to build resilience into housing to protect against flooding.

Cllr Blathwayt was lobbying Parliament last week, with the IDB Special Interest Group hosted by Liz Truss, pushing for more funding from the government.

Enforcement officers have visited the garage on Bridge Road for inspection and outcomes will be forthcoming.

d) Items from outside bodies

- i. The Village Hall Management Committee met on 6th February. Salient points were the potential for a table tennis club; the CCTV system is being replaced with better cameras; there is a funding opportunity through the National Lottery Fund to support a Ball wall, but a community interest must first be identified; proposals to replace the outside doors are under review; new internal doors to the hall will be installed shortly; there are continued issues with EON; the Warming Centre Soup and Chatter programme is going well and as per previous minutes, the Village Hall foresees capital repairs that will cost £20-25K. The sewage system constantly needs rodding and Cllr Blathwayt noted unusual occurrences of new springs appearing due to excessive rainfall which could be impacting the system. There will be a public meeting held on 19th March to discuss proposed changes to the Village Hall Constitution to bring it up to date.

3) Declaration of interest

- a) Cllr Pickering, Cllr Chapman, Cllr Graves-Morris, Cllr May, Cllr Turner declared an interest in the village hall as they are trustees.

4) Minutes of the last meeting

The following amendments were agreed to the draft January minutes which will be signed at the March meeting.

- i. Section 8: Remove description of grants line as 'village hall' and leave as generic 'grants' line.
- ii. 2c, 2nd sentence: 6 flood warning areas make up one flood alert area, and spelling error on Wayford Bridge
- iii. 3a: Replace Cllr Haslam with Cllr Chapman

5) Matters Arising

Although the Council at the January meeting determined it had no authority over the Falgate re noise and lighting, Cllr Standen visited them as a member of the Parish Council. It was noted that the council had previously agreed not to do this. Cllr Standen reported the football pitch is being changed into a car park and bright lighting is required by the liability insurance. There has been one event since Christmas and it is believed the noise is coming from a private individual. The letter to be distributed to local residents will have the reference to the Falgate removed, providing generic advice as to how to report issues.

ACTION Clerk

Stickers stating "litter and dog waste only" will be printed.

ACTION Cllr May

There was no update on the changing of the traffic light pattern.

ACTION: Cllr Price to pursue Highways

6) Flooding matters

Cllr Turner requested that councillors email the clerk with their thoughts regarding the flooding so the draft letter regarding flooding can be developed further.

Cllr May stated that farmers are no longer allowed to pump and questioned what provision is being made for storing the extra water. He also questioned what is being programmed into the modelling because the answers are not correct and where are the errors coming from. Cllr Blathwayt stated that it should be discussed at the next Upper Thurne meeting by Broadland Future Initiatives. He stated that the Bure Loop is man made from the 1600-1700's. The 2002 Bessel Scheme was done to stop flooding at Ash farm and to protect A47 and railway line. Great Yarmouth Borough Council do not want any changes to the engineering that might affect A47 or the railway.

Deadline 20th February and to include Andy Buchanan

ACTION Cllr May to contact Andy Buchanan

Cllr Blathwayt stated the National Farmers Union are pushing for the banks to be raised by 50cm so pumping out of flood plains into rivers will not cause them to overflow again. Henry Cator suggested dredging but was wrong about Somerset levels because they've slowed the river and put in more holding devices in the uplands to slow the water reaching to flood plain. Barrages are too expensive for Great Yarmouth and Lowestoft

7) Clerks Report

New Dog bin has been installed but in the wrong place.

ACTION Clerk to follow up

The Boardwalk repair has been done but very poor quality as it is not stable.

ACTION Clerk to follow up

Signs in Market Road are still facing the wrong way

ACTION: Cllr Price follow up with County

The Hedge has been cut on A149 but is now hazardous in that very sharp branches are now prominent.

Trees on Market Road and by Redroofs are hazardous if they fall down will come across the road.

ACTION Clerk to report

A boat is needed to go under Potter Heigham bridge to check if there is damage following reports that it is crumbling.

ACTION Clerk to follow up

8) Planning Matters

- a) An update from Cllr Blathwayt regarding planning enforcement action at Glebe Farm was noted. The Gym has reverted to permitted hours however there are still visitors there on weekends. Enforcement notice has been served. There is a three month compliance period as the refusal to store commercial vehicles on site is not being appealed. The Annex link will be completed by the end of summer.

- b) New applications received

PF/24/0010 1 Green Lane NR29 5LP . There was no objection from the council.

The Planning Inspectorate will hold a virtual hearing on 4th March to discuss the flooding concerns raised in objection to the planning application on the Bridge Hotel site. It was determined there is no need for Potter Heigham to attend and leave with Broads Authority who will be advocating dismissal of the appeal.

- c) Decisions

BA/2023/0408/FUL Nippy Chippy & Amusements, Bridge Road - approved

9) GOVERNANCE MATTERS

- a) To confirm dates of the Annual Parish Meeting Wednesday 24th April 2024 at 7.30pm and the Annual Parish Council Meeting Wednesday 8th May at 7.30pm AGREED
- b) To consider invites to speakers for the Annual Parish Meeting: suggested Anglian Water/Env Agency/IDB/BA. Ask for report from BA. **ACTION Clerk**

10) FINANCIAL MATTERS

Current financial balances noted.

Council authorised payment of Clerks wages up to an amount of £600 upon receipt of clerk's submission of hours.

It was confirmed that the amount owed to NNDC will not be paid until the grant has been approved

11) Other items for discussion/decision

a) A virtual meeting was held with Duncan Baker, MP, the police, Cllr. Turner and Cllr Standen to discuss concerns about many complaints received by residents about speeding, unsociable and intimidating behaviours displayed by traffic from Glebe Farm. The MP requested an in-person meeting which occurred on 3rd February. As a result, the MP requested a paper outlining traffic and safety issues, damage to the environment, enforcement of planning refusals and issues at the dead end of Marsh Rd. The paper plus appendices were circulated to the Council for review and received its endorsement. The MP will assist in getting the report to the Assistant Director for Planning at NNDC and other appropriate individuals. Residents to be encouraged to report incidents by calling 111 or via the Police website

ACTION Clerk to include in Gazette

12) Correspondence

a) To note response received from Norfolk Police regarding the parish council's complaint about policing cover in the village in early January

b) To consider email received requesting details of any memorial bench schemes that the parish council may support. It was agreed this would be considered if the applicant funded the memorial bench. A teak bench was preferred and the parish council would choose the location.

ACTION Clerk to reply to applicant

Agreed that Village benches owned by the Parish Council should be reviewed again for condition.

ACTION Cllrs to check benches as done previously

13) REPORTS FROM PARISH COUNCIL LEADS

a) Allotments - Hedge has been cut round allotment

b) The Staithe – Broads Authority are backfilling the quay heading and have filled in the hole that the crane made. Ownership of the Staithe is still not definitive and reason for why mooring posts were cut down unclear. It was noted that Herbert Woods plan to build a new access road near the boats for sale. Cllr Turner to ask Cally Smith of the Broads Authority about the bollards and quay access road.

Action Cllr Turner

c) SAM2 is being returned to Catfield this weekend. It has been sited at the Exchange. Cllr Bland to pass stats to Cllr Turner.

d) It was agreed the clerk would become the liaison lead for the police.

14) REPORTS FROM COMMITTEES AND WORKING GROUPS

A bridge litter-pick is being arranged and Cllr May will share the date once confirmed

ACTION Cllr May

Builders' bags are caught in a tree at Fritton Road/Market Road. Request to be made to clear them once who owns the field is established.

ACTION Cllr Bland to ask Matt Monk

Cllr May queried a new litter bin at the substation belonged to.

15) ITEMS FOR EXCLUSION OF THE PRESS AND PUBLIC

The clerk's 3-month appraisal, successful completion of probationary period and continuation of permanent employment was APPROVED

The meeting adjourned at 9:28pm

Chair:

Date:

DRAFT

POTTER HEIGHAM PARISH COUNCIL

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PHPC2 Actions Arising from previous meeting Wednesday 14th February 2024 (not included elsewhere on the agenda):			
Minute Ref.	Action	Who	Status Update
2b)	Grips dug into Marsh and Church Road do not reach ditches. Locations of grips to be sent to Cllr Price	Cllr Standen & Haslam	Update to be provided at meeting
5)	Letter regarding The Falgate Inn to be updated to give details on how to report issues generically	Clerk	Letter updated – needs distributing
5)	Response regarding traffic light timings at the bridge to be followed up	Cllr Price	Update received from Project engineer at NCC
6)	Flooding letter to be agreed and sent to D Baker MP	Clerk	Completed 05/03/2024
7)	New dog bin has been installed in the wrong place	Clerk	Completed - Serco will move to correct location
7)	The Boardwalk has been repaired but is still not safe, needs reporting	Clerk	Completed - NCC do not feel the repair is dangerous
7)	Signs on Market Road facing the wrong way	Clerk	Reported ENQ900260651
7)	Hazardous trees on Market Road and opposite Redroofs	Clerk	Reported ENQ900259845
9b)	Invite speakers for Annual Parish Meeting	Clerk	Commenced and ongoing
11a)	Include details of how to report incidents of crime in the Gazette	Clerk	Completed
11b)	Clerk to reply to enquiry of memorial bench with details of councils proposal	Clerk	Completed awaiting response
11b)	Condition of Parish Council benches to be reviewed	Cllrs	Update to be provided at meeting

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13b)	Broads Authority to be asked about the bollards being cut down at the staithe and the access road	Cllr Turner	Reported to BA who have requested details from Rangers
14)	Builders bags stuck in trees, owner of field needs establishing so the issue can be reported	Cllr Bland	Update to be provided at meeting

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The following table provides a status update for outstanding actions agreed at previous Council meetings

Meeting Date	Minute Ref.	Action	Who	Status Update
10.08.2022	11a)	Replacement Peter Sandell Display Board	ST	Ongoing: Work has begun and awaiting confirmation of completion and installation in the Village Hall.
10.01.2024	2a)	Damage to smaller bridge needs reporting to NCC	Clerk	Reported ENQ900255813 – update 22.02.24 bridge to be sent to investigate when water levels drop
10.01.2024	14)	Subsidence on Bridge Road to be reported to NCC	Clerk	COMPLETED Reported to NCC ENQ900255312 – update 14.02.24 No signs of subsidence. Lining detail has been affected by hot temperatures affecting bitumen in the surface dressing treatment. This road has been forwarded to our surface dressing treatment scheme list for review.

Other Matters**Councillor Induction Training**

Induction for councillor is in the process of being arranged with Norfolk ALC. New councillors required to attend, but training also open to existing councillors and clerk.

Annual Parish Meeting – Agenda being compiled, speakers invited

CiLCA – Training to commence 21st March 2024

Consultation: By Email

Jane Fox
 Planning Officer
 01603 756051
 jane.fox@broads-authority.gov.uk

Date 28 February 2024 Our ref BA/2024/0086/HOUSEH Your ref

Dear Parish Clerk

Application No: BA/2024/0086/HOUSEH
Proposal : **Single-storey extension and renovation of Mill Keeper's Cottage to provide new living accommodation and additional bedrooms.**
Address : **Mill Cottage , North East Riverbank, Potter Heigham, Norfolk**
Applicant : **Mr Gavin Swain**

This letter is to advise you that a planning application has been received by the Broads Authority for the development detailed above.

The application, plans, site notice and other submitted documents are available for inspection at the Broads Authority's planning department during office hours or through the Public Access document management system at <http://www.broads-authority.gov.uk/planning/application-search> two working days from the date of this letter.

Please answer section A or B or C below if your parish council has any comments on the above development and send your response to the planning officer Jane Fox, either at jane.fox@broads-authority.gov.uk or the address shown above, **within 21 days** of the date of this letter and **quote the Planning Reference BA/2024/0086/HOUSEH**. If this is not possible or you wish to discuss the proposal before sending your comments, please contact the planning officer above. Please note that any comments you may wish to make will be available to view on the public file and on-line via Public Access.

- A. We have no comments to make about this application YES/NO
- B. We consider the application should be [Approved/Refused] for the following reasons:
 If permission is granted we suggest the following conditions of approval should be considered:

C. The following information/comments are also relevant and should be considered as part of this application:

Please be aware that if your comments are received any later than the specified deadline, the application may have already been determined.

PLEASE NOTE: The Broads Authority has a Privacy Notice in respect of GDPR which is available to view on our website at <http://www.broads-authority.gov.uk/planning/planning-privacy>

Yours faithfully

Planning Services
Broads Authority



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/24/0256
Date: 21st February 2024

Contact: Nicola Wray

Laura Bateman
5 Septre Close
Hellesdon
Norwich
NR6 5HE

Planning Consultation
Potter Heigham

Proposal: Change of use of garage/storage room to garage/salon

Location: Poplar House, Station Road, Potter Heigham, Great Yarmouth, Norfolk, NR29 5AD

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S8H3HFLNGIZ00>

If your Council would like to offer comments on the application, please do so by 13/03/2024 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Nicola Wray (Trainee Planning Officer)
nicola.wray@north-norfolk.gov.uk
01263 516188

PRE-HEARING NOTE

Event Date: 1000h Monday 4 March (Virtual)
Appeal Ref: APP/E9505/W/22/3303030
Appellant: Mr Nicholas Mackmin
Address: The Old Bridge Hotel site, Bridge Road,
Potter Heigham, Norfolk NR29 5JQ

As you are aware, the procedure for the above appeal has been changed from that of Written Representations to a virtual Hearing, to be hosted by the Council. However, at the Hearing the Inspector intends to explore only the areas of the case where he considers clarification would assist him. Many areas he does not anticipate examining, because the submissions already before him appear to explain adequately the positions of the various parties.

The areas the Inspector intends to explore at the Hearing are

- i. the effect of the bridge's designation as a Scheduled Monument (he is aware the bridge is listed, but would like to explore whether the allocation as a Scheduled Monument should give rise to any further considerations);
- ii. the likelihood of the construction of the permission that the appellant contends is extant;
- iii. mindful that the site is said to be in Flood Zone 3b, the circumstances around the POT1x3 allocation in the *Local Plan for the Broads*, and it being found to be sound;

and

- iv. the implications of the POT1x3 allocation for this development.

To this end, the Inspector requests the following be submitted by 5pm on Wednesday 21 February

- a) any evidence presented to the Local Plan examination around the allocation of POT1x3, together with any sequential testing that was undertaken, any advice from the Environment Agency or similar concerning the allocation, and any other background evidence that informed the allocation;
- b) any comments made by the Examining Inspector on the allocation.
- c) any factual information that has not already been presented but would assist in discussions around points (i) and (ii) above.

The Inspector also requests that, by that date, a suggested condition be submitted to secure the measures proposed that are intended to safeguard residents from flooding. Otherwise, he does not anticipate further information to be needed at this stage.

An agenda will be issued in due course.

7 February 2024

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Paper	PHPC7: Receipts, payments and invoices due		
Meeting	Potter Heigham Parish Council		
Date	13 th March 2024		
Author	Parish Clerk		
Payments made February 2024			
Ref.	Supplier	Description	Gross (if VAT included this will be highlighted in brackets)
P59	S Turner	Warm hub reimbursement	£403.00
P60	Skippers	Warm hub banner	£14.40
P61	URM	Recycling	£12.96
P62	L Bateman	Salary	£554.12
P63	Potter Heigham PCC	Gazette	£30.00
Funds received February 2024			
Ref.	Supplier	Description	Gross
Invoices Due March 2024			
Ref.	Supplier	Description	Gross
D1	Laura Bateman	Salary 40hrs @ £17.16 £5 working from home allowance	£691.40
D2	NNDC	New Dog Litter Bin	£285.00
D3	ICO	Data Protection Fee	£35.00
Recommendation			
Council is asked to note the Receipts & Payments and corresponding invoices for information.			
Council is to consider payments due with corresponding invoices			

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- Screen size: Up to 80"
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£139.99

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- 2 year guarantee

£219.99

From £8.91 per month over 36 months*

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Dear Chairman and Council Members,

Re : Norwich Western Link Road

We hope this letter finds you in good health.

Today, we write to you with deep concern and a sense of urgency regarding the proposed construction of the Norwich Western Link Road. As representatives of our local communities, it is crucial that we come together and voice our reservation of this project.

Recent revelations have brought to light a significant funding disparity between Norfolk and Suffolk when it comes to essential infrastructure repairs, such as pothole maintenance. This raises a fundamental question: Is it justifiable to allocate hundreds of millions of pounds towards a new road for the benefit of those living close to Norwich while neglecting the pressing needs of Norfolk's wider communities? We cannot allow our roads to crumble and continue to present a risk of injury and damage to road users.

There are numerous other issues at local levels that require immediate attention. For instance, pedestrian safety is a major concern, with inadequate crossings and a lack of measures to protect pedestrians from speeding vehicles.

Additionally, our public transportation routes are insufficient, leaving many residents with limited access to essential services and opportunities. The provision of mobile libraries is also lacking, depriving our communities of vital educational and cultural resources.

These pressing local matters deserve attention and funding, which could be redirected from the enormous budget allocated to one infrastructure project that will only benefit a very small portion of the County's population.

Furthermore, we cannot ignore the lack of resources dedicated to preventing flooding and coastal erosion. While climate change remains a critical issue, it is essential to focus on the immediate day-to-day needs of our communities. We must ensure that our resources are directed towards protecting our homes and livelihoods from these natural threats. By investing in flood prevention measures, we can safeguard our communities and mitigate the potential devastating effects of climate change.

The exorbitant cost of the Road cannot be overlooked, especially considering its impact on each individual living in Norfolk. According to the 2021 census, every man, woman, and child in Norfolk would contribute approximately £300 towards this road. In a time of financial strain and rising living costs, it is crucial to question whether it is fair to burden families in our local communities with such a significant expense. The funds earmarked for this road could be allocated to more immediate and essential needs, such as healthcare, education, and social services, which would benefit a broader segment of the population.

Norfolk CC already has large public sector loans which consume a substantive amount of council tax collected each year. This is set to increase if the project progresses with inevitable further cost hikes requiring the council to make capital borrowing, a further burden on council tax payers.

Moreover, we must not underestimate the long-lasting consequences of destroying one of Norfolk's most beautiful spots, the Wensum Valley. The construction and operation of the Road would irreversibly damage this cherished countryside, which holds significant ecological value and provides a tranquil retreat for residents and visitors alike. Preserving our natural heritage should be a priority, and we cannot let the pursuit of saving a few minutes of travel time come at the expense of our environment and the well-being of future generations.

Many of our communities suffer with rat running and we support measures to promote the peaceful enjoyment of our homes and communities. Large scale road schemes don't achieve that, are not available to most of us and the resources they consume means money is not available for sensible local traffic management schemes, calming, speeding enforcement and better public transport. Large scale schemes damage our environment, use land that has been used for agriculture and often opens the way for back door development.

Town and parish councils are crucial voices for local interest. We hope you will use your voice and rally local opinion against this financially and environmentally damaging road that will serve few beyond Norwich but we will all pay for.

Together, we can ensure that our concerns are heard, and that the interests of our rural villages are not overshadowed by the ambitions of politically driven projects. Let us be the catalysts for change and the advocates for our communities.

We kindly ask for this email to be circulated to your fellow council members and for the content to be discussed at the next council meeting. We shall, we should mention, be making this engagement known to the local media.

Please feel free to share feedback.

Yours faithfully,

David Pett



HOUSE OF COMMONS
LONDON SW1A 0AA



DUNCAN BAKER MP
LOCAL, LISTENING, LONG TERM

Via email from Duncan Baker

Monday 26th February 2024

Dear Parish/ Town Clerk,

Re: Invitation to Digital Switchover Webinar – Monday 18th March

As you may be aware, the Government have been working towards facilitating what is called the Digital Switchover, which will see current landline telephones being turned off and the analogue networks upgraded. By 2025, your landline phone will instead be serviced through your broadband network.

Consequently, those currently using a landline in homes or as part of a business, will be affected by the Digital Switchover.

Given that most main broadband services such as BT and Sky are on track to complete this Digital Switchover by 2025 – a deadline that is fast-approaching – I would like to extend an invitation to Parish Councils and community groups to a webinar with TechUK and some other Communications Providers to answer questions to try and alleviate fears about these changes.

I am aware that having a constituency with one of the oldest demographics in the country, this change has caused significant concerns. However, I want to make sure that my constituents are confident and feel supported with these changes.

The webinar will be taking place on Monday 18th March at 11:00am – 12:00pm and will start with a presentation and then a dedicated question and answer session towards the end.

It will also be livestreamed on my Facebook page and questions collated and presented to the panel.

If you wish to join the webinar, please will you get in touch with my office and let me know who will be joining and I will make sure that the information is sent to you.

I look forward to hearing from you.

Yours sincerely,

Duncan Baker MP
Member of Parliament for North Norfolk

Tudor House, Grammar School Road, North Walsham, NR28 9JH

t: 01692 557140 e: duncan@duncanbaker.org.uk w: duncanbaker.org.uk

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The countryside charity
Norfolk

Flood Management Conference

Wednesday 22nd May at Dereham Memorial Hall.



Attend our one-day Flood Management conference for practical advice and guidance on what parish councils can do to reduce the risk of flooding in their local area.

Our expert speakers will take delegates through the planning framework, environmental improvement schemes and the role of landowners. We will be showcasing examples of successful flood management measures and identifying other sources of advice and support.

We are also proud to be welcoming Roger Mortlock, CPRE National CEO to this event to give the opening address, with our President, Professor Tim O’Riordan providing closing statements.

Chris Dady, CPRE Norfolk Chairman said,

‘This conference is particularly timely as we are seeing significantly more flooding incidents across the county, caused by a combination of climate change and increased pressures on land use and our infrastructure. Not only is flooding costly for those who have been affected, but there is the human impact too; having your home or business flooded is extremely disruptive and distressing. ‘While it can sometimes feel we are powerless against the literally rising tides, there are steps that parish councils and landowners can take to reduce the likelihood and impact of flooding, and we hope this conference inspires and informs people to take action.’

Tickets for the conference are FREE for CPRE Norfolk Members with Parish Council Members eligible for two free tickets. For non-members, tickets cost £45 (plus booking fee).