

POTTER HEIGHAM PARISH COUNCIL

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

Tel: 07917841665 Email: potterheighamparishcouncil@gmail.com

Minutes of the Potter Heigham Parish Council Meeting - June 2025

Minutes of the meeting of Potter Heigham Parish Council held on **Wednesday 11th June 2025** at 7.30pm in Potter Heigham Village Hall.

Present: Cllr Sheridan Turner, Chairperson
Cllr Donald Pickering, Vice-Chairperson
Cllr Helen Bartlett
Cllr Stan Chapman
Cllr Mary Haslam
Cllr James May
Cllr Harry May
Cllr Bev Standen

In Attendance: Cllr Richard Price, Norfolk County Councillor
Cllr Harry Blathwayt, North Norfolk District Councillor
Laura Bateman, Parish Clerk
5 members of the public

The meeting was brought to order at 7.33pm

Cllr Turner opened the meeting by expressing the Council's condolences to all those affected by the fatal road traffic accident that occurred on Ludham Road on 31st May 2025.

1) Apologies: Cllr Glen Ball (formal apology not received)
Cllr Robin Graves-Morris
Cllr Keith Lowes

2) Public Forum

a) Items from the public

A member of the public addressed the Council to express concerns about the detrimental impact that the development of The Hut Gym business, along with other commercial activity at Glebe Farm, has had on them and other residents of Chirch and Marsh Road. Details of how the gym was operating outside of permitted hours and business activity were provided. They raised concerns that both the Parish Council and local councillors were not adequately fulfilling their responsibilities in the handling of this matter. The speaker highlighted that the developments appeared to contradict the principles of The Countryside Code and were having a significant negative effect on local infrastructure, the environment and road user safety. Additionally, they raised issues regarding the use of the gym by minors and noted that the scope of services had expanded to include rope and gymnastic ring work, possibly without appropriate safety measures or regulatory oversight in place.

A second member of the public asked how new planning applications for the Glebe Farm site could be submitted when previous development had not adhered to earlier planning conditions.

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Cllr Blathwayt provided a summary of the planning history associated with The Hut Gym, noting that initial applications were refused by North Norfolk District Council (NNDC) but later approved on appeal by the Planning Inspectorate. He explained that the latest application relating to extended operating hours, was due to be considered by the Planning Committee at either the June or July meeting.

He expressed concern that no objections had been submitted by key statutory consultees with technical responsibilities, including Highways, the Environment Agency, the Broads Authority and Natural England. Whilst Highways had objected to the original gym application, their objection had not been upheld by the Planning Inspectorate and therefore they have not reissued it in relation to the current proposal. It was noted that the current planning application supports a significantly different operation from that which was previously approved by the Planning Inspectorate. As such, it was argued that any new objection from Highways should be assessed on the merits and impacts of the current proposal, rather than relying on the outcome of past applications. Cllr Price would make contact with the Highways team to ascertain their stance and encourage an objection to be submitted.

Cllr Turner confirmed she would attend the upcoming Planning Committee meeting and encouraged attendance from members of the public to help represent local concerns. Cllr Blathwayt urged that all relevant evidence and impact statements be submitted to the Planning Department ahead of the committee meeting. The Clerk will assist in compiling the evidence provided and Cllr Turner would produce a report to deliver at the committee meeting as a representative of the Parish Council.

ACTION Parish Clerk & Cllr Turner

There was discussion around concerns that NNDC may be approving applications primarily to avoid being overturned at appeal and that there had been a lack of enforcement action prior to the submission of retrospective planning applications.

b) Items from the County Councillor

Cllr Price reported that Norfolk County Council (NCC) is proposing a single unitary council for Norfolk under the Local Government Reorganisation (LGR). The proposal explores the development of local neighbourhood committees consisting of representatives from community groups to provide a layer of support and engagement at a more localised level.

Cllr Price raised the need for improved road safety measures on Ludham Road following a recent fatal accident in Ludham. He would be advocating for enhanced signage and a reduction in the speed limit from 60mph to 40mph, which he felt would not only improve safety but also help reduce traffic speeds entering Potter Heigham and deter the use of Ludham Road as a rat-run. He requested a letter of support from the Parish Council, which was agreed.

ACTION Parish Clerk

Cllr Standen expressed concern that data collected from the SAM2 speed monitoring sign was not currently being utilised by any authority. Cllr Price noted that once remote data downloading is enabled, he hopes the information can be shared and used more proactively by relevant agencies. Cllr Turner asked how West Runton

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had a 20mph speed limit approved and Cllr Price explained it was due to being an exceptionally busy narrow road which had justified the reduction.

Cllr Price confirmed the feasibility was still underway. Due to being a complex and important piece of work it should not be rushed to ensure it was as effective as possible in suggesting any necessary changes.

c) Items from the District Councillor

Cllr Blathwayt reported that the new pumping station at Ludham would not impact Potter Heigham. He explained work had begun on a new pumping station at Horsey and whilst the site looked concerningly large at present this would be dramatically reduced once the installation had taken place. He had been assured that it would not be visible once the works have been completed.

NNDC is submitting a proposal for a three-unitary council model under the LGR. Five of the remaining district councils are also supporting this three-unitary model, whilst one district council is proposing an alternative two-unitary model.

NNDC had received complaints from some residents of the River Thurne bungalows regarding the requirement to pay the second homes council tax levy. This was currently being investigated.

d) Items from Outside Bodies

- i) The Village Hall Management Committee's next meeting will take place on 18th June 2025, members of the public are welcome to attend.
- ii) A report from the Potter Heigham Trust Fund had previously been circulated.

3) Declarations of interest

- a) There were no declarations of interest.
- b) There were no applications for dispensation.

4) Minutes of the last meeting

With a couple of minor amendments, the minutes of the meeting held on 14th May 2025 were approved. Proposed Cllr Chapman seconded Cllr Haslam, all in favour.

5) Matters Arising

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC3.

6) Clerks Report

The Clerk provided an update on matters arising from the previous meeting, as detailed in report PHPC4.

It was noted the Broads Authority should be in the process of registering the unregistered land between the Potter Heigham Bridge and the Staithe. The Clerk would write a letter to the Broads Authority asking for an update on this application. **ACTION Parish Clerk**

Cllr Price reported that the pothole on Meadow Court would be fixed within the next 42 days. The pothole on The Causeway junction was being fixed overnight on 28th and 29th July.

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Some clearance work had been carried out at the corner of Station Road to address overgrown vegetation, however, further action is still required. The Clerk had recently written to the adjacent resident, requesting their support in keeping the road signs visible and trimming back the vegetation, which it is hoped will prompt additional action.

Cllr Price offered his apologies and left the meeting.

7) Governance Matters

- a) It was agreed that the Council would establish its own email account, hosted under its own domain, using a @norfolkparish.gov.uk email address. The service would be provided through NALC in conjunction with the website service.

8) Planning Matters

- a) It was agreed the Council would submit objections to planning application PF/25/0963 due to the structure being unattractive, intrusive on the road and it did not adhere to NNDC's Design Code. A comment would also be made to request the deeds of the property be checked as it was believed there was a covenant forbidding any building at the front of the properties on this road.
- b) There were no planning decisions to note.
- c) The update on the planning application RV/24/2059 had already been discussed.

9) Other items for discussion and decision

- a) It was agreed the Council would write a letter of support for Cllr Price in regards to improved safety measures on the Ludham Road. **ACTION Parish Clerk**
- b) It was agreed as there were no reports of illegal parking and the event was only held once a year, that no further action on parking at the Three Rivers Race was required.
- c) The winners of the Peter Sandell Award were agreed and the Clerk would notify them in due course. The award would be presented at the Produce Show in August. **ACTION Parish Clerk**
- d) It was agreed to purchase the bench from Geviews for outside the Post Office. The Clerk would order the bench to be delivered to Cllr Chapman's address. Proposed Cllr Standen, seconded Cllr H May, all in favour. **ACTION Parish Clerk**
- e) It was agreed the location for the new Market Road place sign should be at the green arrow depicted on the map circulated. Proposed Cllr H May, seconded Cllr J May. The Clerk would notify NNDC. It was reported there was an overgrown Market Road sign that needed clearing. The Clerk would report this. **ACTION Parish Clerk**
- f) The Council agreed for a letter to be sent to PC Matt Pritty and the leader of Norfolk County Council requesting specific details under what legal authority buses have been permitted to use the Potter Heigham bridge despite exceeding the weight limit. **ACTION Parish Clerk**
- g) Cllr Blathwayt had previously reported on this matter.
- h) The Clerk's attendance at the SLCC/NALC conference on 20th June was agreed.

10) Correspondence

All correspondence was noted and no further action was required.

11) Financial Matters

- a) The current bank balances were noted.

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- b) The payments made and received since the last meeting were noted.
- c) All payments were agreed to be paid. Proposed Cllr Bartlett, seconded Cllr Pickering, all in favour.

12) Reports from Parish Council leads

- a) Allotments: there were no updates regarding the allotments
- b) The Staithe: the damaged piling had been repaired temporarily and the area needed cleaning again.
- c) SAM2: no update to report. Reporting would commence in due course once remote downloading was established.
- d) The Police: No police report had been received.

It was proposed by Cllr Chapman, seconded by Cllr Pickering and all agreed to extend the meeting over the 2hours permitted time.

13) Any other business

The Council was informed that a Freedom of Information request had been received in regards to information the Council held on the Hut Gym and Glebe Farm. The Clerk is currently working on this request and will be liaising with the Information Commissioners Office (ICO) to ensure the legal obligations of the Council are met.

The next meeting will be held on Wednesday 9th July 2025 at 7.30pm.

The meeting was adjourned at 9.35pm

Chair:

Date: