

WALSINGHAM PARISH COUNCIL

Present: Cllrs. B Landale (Chairman), L Acton, B Beckham, Mrs E Meath Baker, N Morter, D Simmons, J Woodhouse (Vice-Chairman) and three members of the public

**Meeting of the Parish Council on
Wednesday 12 September 2018 at 7.15 for 7.30 pm in the Village Hall**

Members of the public may raise matters of concern before the meeting:

- A couple of residents raised concerns about the oak on the recreation ground which obstructs the light to their home and the leaves fill the gutters.
- A member of the public stated that she was not happy with the response from Victory Housing in respect of the tress on Wells Road. She would discuss with other residents and report back to the Parish Council.

MINUTES

Welcome

1. **Apologies** from G Brooks, Mrs E Carter, Mrs S Landale, Mrs K Richardson, County Councillor Dr M Strong, were accepted
2. **Declarations of interest** by the Councillors in any of the agenda items listed below.
 - a. EMB, NM and BL declared an interest in various planning applications listed below.
3. **Items of urgent business**
 - a. The Chairman reported that a new Vicar, Harry Williams would be installed by the Bp of Lynn on Monday 3 December at 7pm in St Mary's. All councillors would be invited.
4. **Police matters**
5. **Minutes of the Meeting** of 23 May 2018 (meeting on 11 July was cancelled) to be approved and signed as a true record.
6. **Matters arising not otherwise on the agenda.** None.
7. **Report from the County Councillor** sent via email.
8. **Report from the District Councillor** not present.
9. **Highways**
 - a. **Items to report**
 - i. Pavement in Mount Pleasant
 - b. **Other matters**
 - i. In response to a request from Highways it was agreed that it would be preferable to keep the cobbles at the entrance to 26-32 Knight Street (rather than replacing with gold-chipped asphalt). It was suggested that access ramps could be used for the duration of the works which were expected to take five days (for the concrete to go off). The Clerk would liaise with Highways and the residents and staff of the Shrine.
 - ii. **Bakehouse steps** continue to be a hazard for pedestrians – can the Parish Council take any further action to make it safer? It was decided that the Clerk should write to the owners pointing out that the steps are their property and they are therefore liable for damage / injuries and suggest that the steps are lit and / or protected by a hand rail / bollard.
 - iii. **Trees on the embankment at Wells Road.** Response from Victory Housing Trust.
'We can confirm that we have a contract in place with a **tree surveying company** (Treewise Ltd.),... The majority of the trees you are referring to were last inspected in July 2014 and were given a very low risk rating, with no works specified. Treewise recommended that they are re-inspected in 2019... One of the trees (outside number

WALSINGHAM PARISH COUNCIL

35) was last inspected in January 2017, at which time crown-shaping was recommended in order to avoid the street lighting column – the timescale specified for this work was 12-24 months and we have now placed an order with our tree surgeons (CGM Ltd.) to carry out this work.

Regarding the **footpath**, we have passed your comments on to the relevant surveyor in our Assets Team who deals with this type of work and requested that he arranges for an inspection to be carried out. If works are then specified, an order will be placed with our current road/footpath repair contractor accordingly.

The only work we carry out to **trees relates to safety** – we have to target our limited funds towards the highest risk items, as directed by our specialist advisors. We do not carry out work to trees due to claims of light blocking or any other reasons some may perceive as nuisance caused by trees.

Regarding **falling leaves**, the collection of these is not a service we provide on a regular basis. Whilst we are carrying out our winter maintenance routines, we do collect fallen leaves, but as our winter maintenance only consists of one visit per site per annum, this is limited in scope. We do also collect leaves on an ad-hoc basis from sites where they may be causing a hazard and have indeed done this at Wells Road, to the steps, on a number of occasions.

All of our **grounds maintenance works** are funded by service charges to our tenants and we have to strike a balance between the service provided and the costs we can legitimately pass on. We therefore are not in a position to carry out everything that everyone would like us to do.'

10. Finances

- a. The **Statement of accounts** was presented and confirmed.
- b. It was agreed to make a donation of £200 as in previous years to support News and Views.
- c. The following **payments were approved**:

Joanna Otte	expenses (incl outstanding salary from June)	101294	£260.61
Norfolk Pension Fund	outstanding payment from June	101295	£36.75
Acorn Pest & Country Services	wasp nest treatment in bus shelter	101296	£40.00
PKF Littlejohn	external audit	101297	£240.00
K&M Lighting	increase in rate outstanding amount for Aug and Sept	101298	£8.80
K&M Lighting	change standing order from £67.08 to £71.48 per month)		
	donation to News and Views		£200.00

11. Planning

- a. **Applications since last meeting**
 - i. **Half Moon House, 12 Hindringham Road** Change of use from clerical lodgings to four self contained holiday lets; single storey rear extension; demolition of single storey link; new driveway and parking area ref PF/18/0660. Link circulated. No objection submitted 19/06/18.
 - ii. **Reeds Barn, Scarborough Road** conversion of garages to form living accommodation and erection of outbuilding ref: PF/18/0830. Link circulated. No objection submitted 19/06/18.
 - iii. **Bunkers Hill, Egmore** erection of memorial sculpture, low wall to display information, bench, access paths and car parking (outline application to include access, appearance, layout and scale) ref: PO/18/0946. Link circulated. (Application submitted by Parish Council). NM and EMB declared an interest. Comment in support submitted 19/06/18.
 - iv. **Model Farm Barn, Westgate** variation of condition 2 (approved plans) of planning permission PF/16/1278 to allow for design changes comprising addition of flues, alterations to door openings in north elevation, alterations to width and roof of single storey projection on south elevation, alterations to east elevation ref: PF/18/1166. Link circulated. EMB declared an interest. No objection submitted 17/07/18.
 - v. **26-28 High Street** Conversion of single dwelling to three one bed flats, replacement dormer windows & insertion of French doors in rear elevation to replace ground floor windows ref: PF/18/1334 and LA/18/1335. Link circulated. EMB declared an interest.

WALSINGHAM PARISH COUNCIL

- vi. **Land at Bunkers Hill, Egmore** Proposed erection of 6,600 tonne box potato store and grading facility with associated drainage swale and landscaping ref PF/18/1398. Link circulated. EMB and NM declared an interest. Response submitted on 13 August 2018: Walsingham Parish Council requests that the following serious matters of concern are addressed before permission is granted for this application.

General Observations

At the time of the proposed Anaerobic Digester and Solar Park the residents of Bunkers Hill expressed concern that these large scale developments would set a precedent for the further development of the site; this development appears to be the realisation of that fear. With each new development the nature of the residents' quality of life is eroded a little further. The residents' concerns are, if this development is approved, it will increase still further the likelihood of future large-scale development at Bunkers Hill particularly as a justification of the planning is that it "fits in well with the 'industrial' nature of the Egmore site" (TNS 1959 Design and Access Statement, p. 3). Much is made of the 'agricultural hub' but little mention is made of the residential community other than one reference to the Control Tower regarding noise (see below).

Specific Concerns

Noise: Confusingly the Design and Access Statement (p. 6) states that "it is not considered that a noise assessment is unnecessary", however, given that the Traffic Statement reveals that there will be lorry movements between 7am – 7pm seven days a week (during harvesting periods – 5 days a week otherwise) and that the plant will be refrigerated it seems somewhat remiss not to have a noise assessment. There is no reference to whether the plant is operated 24hrs a day – although what would seem certain is that the refrigeration plant will run all day (the main source of noise pollution?). The assertion that the "noise level would be unlikely to exceed 35dB at the nearest receptor 850m to the south at the Control Tower Bed & Breakfast" (Design and Access Statement, p. 6 [my italics]) is far from reassuring; indeed it would seem impossible to make an adequate assessment of the impact of the development on the local environment without a noise assessment being submitted in advance of any planning decision.

Lighting: Whilst it is understandable that lighting is required to ensure safe operating condition it would seem essential that a lighting plan is submitted. Previous practises by other developments in the area have illustrated the folly and impact upon light pollution of not having a lighting plan that can be enforced - knowledge of which is established in advance of a planning decision.

Archaeology: It would be refreshing if the archaeology report could actually develop an accurate picture of the historical basis of a site. Relying (and quoting) a sole internet reference which is far from accurate and misses out the most important elements of the airfield's history serves to undermine the historical importance of the site, leading the developer to be able to conclude that "the potential impact... will be limited to the time of the local airfield" (Design and Access Statement, p. 7) as if that is unimportant. Further, the report seems to overlook the fact that the nearest airfield site is not the technical site but the T2 Hangar close by and the fact the "farm track", as cited on the plans is actually the remains of 'runway number two'.

The Clerk was asked to re-enforce the concern about noise level and request that noise assessment should be submitted in advance of any planning decision. The maximum sound levels for this proposal are set at suitable levels as part of the conditions rather than decided once the facilities are built and in operation.

- vii. **Guild House, 1 Guild Street** PF/18/1515 and LA/18/1516| Change of use from residential to 2 first floor flats and a ground floor commercial kitchen, office and staff area and internal and external alterations. Link circulated. EMB declared an interest. No objection

b. TPO

- i. **Anglian Water Hedgerow Removal** notice 06813-3 (Drawing No.WAT-06813-EGMEREMA-SS-LOC-002 - Anglian Water): section of hedge to be removed at **Field hedge on farm access track off Walsingham Road, Wighton approx. 300m south of sewage works.** Information circulated. BL and EMB declared an interest. It was agreed that there was no objection.

c. Decisions made by NNDC

- i. **9 Cleaves Drive** erection of replacement porch to front elevation ref PF/18/0757. APPROVED.

WALSINGHAM PARISH COUNCIL

- ii. **Model Farm Barn, Westgate** internal and external works associated with conversion of barn to two dwellings (amendments to LA/16/1279) ref: LA/18/0785. APPROVED.
- iii. **Model Farm Barn, Westgate** variation of condition 2 (approved plans) of planning permission PF/16/1278 to allow for design changes comprising addition of flues, alterations to door openings in north elevation, alterations to width and roof of single storey projection on south elevation, alterations to east elevation ref: PF/18/1166. APPROVED.
- iv. **St Peter's Barn, St Peter's Road:** conversion and restoration of barn to form dwelling and change of use from agricultural land to residential cartilage ref PF/18/0781 and LA/18/0782. Link circulated. APPROVED
- v. **Reeds Barn, Scarborough Road** conversion of garages to form living accommodation and erection of outbuilding ref: PF/18/0830. APPROVED.
- vi. **Half Moon House, 12 Hindringham Road** change of use from clerical lodgings to four self contained holiday lets; single storey rear extension; demolition of single storey link; new driveway and parking area ref PF/18/0660 and LA/18/0661. APPROVED
- d. **Withdrawn applications**
 - i. **Bunkers Hill, Egmere** erection of memorial sculpture, low wall to display information, bench, access paths and car parking (outline application to include access, appearance, layout and scale) ref: PO/18/0946. Withdrawn. (Advised to submit a full application).
- 12. It was noted that the Parish Council had granted permission for the Royal British Legion to hold a **street collection** for the poppy appeal between 27 October and 10 November.
- 13. **Maintenance**
 - a. 'Fakenham Road' sign has been welded, repainted prior and re-erected.
 - b. To replace car park sign on finger signpost Common Place. It was agreed to get a replacement from Signs of the Times.
 - c. Thanks to Lee Acton for the work to entrance of the bus shelter so that electric wheelchairs etc can enter the bus shelter – at the moment there is a 2/3 inch ridge. (A resident has sent an email of appreciation).
 - d. To consider a suggestion from a member of the public to convert the **telephone kiosk** in Great Walsingham to tourist kiosk / mini information point. It was agreed not to take up this suggestion as the kiosk is a listed building and still has a phone in it.
- 14. **Street Lighting**
 - a. Electrical Testing to be carried out by K&M Lighting (electrical test) 58 units £579.50 plus VAT.
 - b. **Changes to standing order** following the renewal of the contract for a further 3 years (includes a 5% discount): was £67.08 per month now £71.48 (including VAT) per month were signed.
- 15. **Airfield Memorial Project:** Update from Nigel Morter
 - a. Fundraising: another good month with steady beer sales (raised over £1500 since its launch) and organised fundraisers at the Carpenters Arms D-Day talk and jazz night £887.95; Carnvial Display £22; ABN have pledged £2500; Egmere Energy £250; Individual donations continue.
 - b. Planning: Plans were submitted to North Norfolk District Council but on their advice later withdrawn due to insufficient information to make a decision. The fee has been carried over to the next submission which is hoped to be in October as it is taking sometime to collate the required information (detailed drawing s of sculpture, stand, display boards, Roll of Honour etc.). Once planning has been achieved we will ask for the conversion of pledges into donations and open-up a 'just giving' or other such internet-based donation page.
 - c. Planned Events: Black Lion Hotel Remembrance Sunday - 11th November 2018 – Fundraising Auction Night and lighting the Beacon; Marble Hall – Holkham Hall; RAF North Creake History Talk – 10th April 2019 (tbc) Further detail to follow.

WALSINGHAM PARISH COUNCIL

16. Armistice 100 year Commemoration 11 November 2018:

- 4.30 pm: lighting the Beacon in Common Place – It was agreed that SL would organise and the Clerk would contact the Primary School.
5.30 pm: Black Lion Hotel – talk on Remembrance (Nigel Morter) with display of memorial plans for North Creake, an auction, raffle and buffet (raising funds for the Air Field Memorial).

17. Walsingham Development Group

- a. **'Walsingham – Open Spaces for All'** to encourage walkers.
- Interim progress report sent to Big Society Panel.
 - Three 'Keep Walsingham Tidy' signs with drawings from the Primary School have been produced and are ready for putting up. A fourth one has been made for the school.
 - Litter bins:** Locations at the ford and Walnut Corner have been confirmed with NCC. A request for emptying has been sent to North Norfolk District Council. Thanks to LA for putting the litter bins in place.

18. Annual Governance and Accountability Return (AGAR) for year ended 31 March 2018

- a. PKF Littlejohn LLP have completed the limited assurance review: *'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*
- b. Notice of conclusion of audit and relevant documents have been placed on notice boards and uploaded to the website.

19. Correspondence: circulated as usual.

- a. Concern was raised again about the grass cutting at St Mary's church yard. The Clerk was asked to raise the issue with the Church Wardens.

20. Items for report or future agenda

- a. Steps on Wells Road: find out if there are any building regulations etc which cover the safety specifications of steps in public use.

21. The next meeting of the Parish Council: **Wed 17 October 2018 at 7.30 pm** in the Village Hall.

Parish Council Meeting closed at 8.20 pm

Joanna Otte, Clerk to Walsingham Parish Council, e-mail: walsinghampc@googlemail.com Tel. 01328 822366
Little Manor, Thursford Road, Little Snoring, Fakenham, NR21 0JN

Agenda prepared by JO 05/09/18

B. Thandals
17th October 2018 AD

WALSINGHAM PARISH COUNCIL

Meeting of Walsingham Recreation Trust

Following the Parish Council meeting Wednesday 12 September 2018

- 1) **Minutes of the Meeting of 23 May (meeting on 11 July was cancelled)** were approved and signed as a true record.
- 2) **Village Hall**
 - a) **Maintenance:** exterior painting not in good order. The Clerk was asked to get quotes.
- 3) **Recreation Ground**
 - a) To report on **regular checks** of apparatus.
 - b) **Grounds maintenance** of playing field: Norse: dates of cutting of the playing field at Walsingham. 4th April, 9th May, 16th May and 30th May. The gap between the first two cuts were due to rain which made nearly all the fields we manage, far too wet to cut. He has, however, put an extra cut in May to cover the missed cut. Disappointed with the grass cutting and the hedge cutting.
 - c) To consider if **oak tree** by Cleaves needs to be trimmed. The Clerk was asked to get advice and quotes from tree surgeons (and then get permission from NNDC as the it is in a conservation area.)
- 4) **Finances**
 - a) **Cheques to approve**

Payee	Details	chq no	£	p
D Yarham	Cleaning (May) and tea towels (6 June 2018)	102272	54.00	
D Yarham	Cleaning (June, July, August) and materials	102273	128.38	
- 5) To note that the **Annual Return** has been made to the Charity Commission for the year ending 31 December 2017.
- 6) To note forthcoming **Bookings**
 - a) **Regular bookings**
 - i) Thursday evenings (first in the month) History Society (October, November, December, March, April and May)
 - ii) Thursday evenings Lindy Hop dance class
 - iii) Wednesday 19 September 9.30 am: WDG
 - iv) Tuesday evenings October: Alpha course
 - v) Thursday 4 October 9.45 for 10 am: Travellers meeting
 - vi) Wednesday 17 October: Parish Council
 - vii) Sunday 4 November: UK Cycling event
 - viii) Wednesday 28 November: Parish Council
- 7) Any other business

Meeting closed at 8.30 pm

Shaudell
17th October 2018