

**BRETtenham AND KILVERSTONE PARISH COUNCIL
MEETING held at the KILVERSTONE CHURCH CLUB
Wednesday 16 July 2014 at 1930**

1. **Attendance** Apologies had been received from Councillors George Brown and Rae Herries.

The following were present:
Councillors Poulter, Engwell, Connolly, Homes-Smith and Wright.

The following were in attendance:
Councillors Marion Chapman-Allen and Ellen Jolly, BDC; Mrs Jane Scarrott (NALC) and Mrs Carole Herries, Internal Auditor; Councillor R King, Chairman Croxton Parish Council

2. **Any Declared Matters of Urgent Business** There were none

3. **Any Declarations of Interest** Councillor Wright declared an interest in Item 8a.

4. **Minutes of Meeting (including AGM and APM) of 13 May 14** These had been circulated previously and were agreed and duly signed by the Chairman.

5. **Matters Arising**

- a. **Traffic Survey C147** As agreed at the last meeting , the survey was distributed to all 30 households in Rushford on both the Norfolk and Suffolk sides of the Little Ouse River and the results areas shown below:

Question	Yes	No
1	15	0
a	0	
b	2	
C	15	
d	15	
e	2	
f	0	
1. Do you think the volume, weight and speed of traffic using C147 should be curbed in some way?		
a. Make Crabapple Lane (north east fork) one way south.		
b. Introduce traffic calming such as vehicle illuminated signs		
c. Introduce a weight limit		
d. Introduce a width limit		
e. Make the bridge priority one way south		
f. Install a chicane in the centre of the village to slow vehicles down (such as those in Ingham)		

Following some discussion, including input from local residents, it was agreed that the majority opinion was for a weight or width limit. A further suggestion for a sign “Unsuitable for Heavy Goods vehicles” was discussed and there was general agreement that all 3 options (width, weight limit and unsuitable for heavy goods vehicles sign) be put to the local Norfolk and Suffolk County Councillors, for consideration by both Highways’ Authorities. Any feedback on proposals would be passed back to the PC and then to the Residents’ Association Leader

- b. **Electoral Review (LGBCE)** The LGBCE is due to announce the findings of the Breckland Electoral Review on 29 Jul 14 and it is anticipated Brettenham and Kilverstone will be placed, with inter alia, Croxton in a new ward called Forest.
- c. **Flytipping Arlington Way** This has been reported to Environmental Services who have agreed to investigate and clear up the area.
- d. **Submission of Annual Return** The return was submitted before the due date of 4 Jul 14

6. **Financial Report** Councillor Engwell updated the PC on its financial position on 16 Jul 14:

Treasurer’s Account

Balance CF at 28 May 14 (Statement No: 42):	£5,650.04
(last statement received)	
Payments In: Precept received on 16 Apr 14:	£1,803.80
(included in above balance)	
Payments Out: Chq 83. Mow & Grow	<u>£59.00</u>

Balance at 16 Jul 14 £5,591.04

Business Instant Access Account

Balance at 9 Apr 14* (Statement No: 16): £21,535.94

Balance All Accounts at 13 May 14* **£27,126.98**

* Excludes interest from 9 Apr 14

7. **Joint Neighbourhood Plan** The Chairman reported that following the consultation period, BDC Cabinet had agreed to a Joint Croxton and Brettenham and Kilverstone Neighbourhood plan being developed. The working Group of the 2 Chairmen and Councillor Rae Herries and Councillor Ivor Andrew (Croxton) had visited BDC Planners and agreed that a development period of 18 months was reasonable. A new web site was being established: c-bandkjointplan.norfolkparishes.gov.uk and this would be linked to the PC site. The first step is to write to all electors in both PC areas outlining a way forward and inviting them to an open meeting to explain the process and seek ideas for inclusion in the plan, noting it must accord with the established plans (BDC Core Strategy and Development Control Policies DPD, Site Specific Policies and Proposals DPD and the TAAP). It is likely the open meeting will be in early September and be held in Croxton Village Hall. There would be various presentations followed by an open session, noting the essence of the Plan’s initial development is consultation. The aim is

to complement the SUE and integrate the new and existing communities for the benefit of both.

8. **Planning** The Chairman reported that there were 3 planning items, one approval and one application:
- a. **3PL/2014//0589/F** (Construct solar farm and associated works- resubmission)
The Chairman reported this new application was a result of changes to reduce the impact on the Brecks Landscape, and included a change of access, small reduction in size in the southwest corner, new site for the construction compound and increased screening (to mask the 2.2m panels). While not part of the application, it is understood the route for the connection cabling was along the road from the site to Brettenham and onto the A1066, west along the A1066 to the Rushford road (C147) to the Euston road and onto Euston (C635) where it will be connected to the grid sub-station. This work will be undertaken by the respective Highways Authorities. It was then suggested the cable route would be better over farmland, especially to avoid Rushford Bridge, a Scheduled Ancient Monument. The PC agreed to make “no comment” on the application but add that consideration should be given to routing the cable over farmland, particularly to avoid disturbing Rushford Bridge, a Schedule Ancient Monument.
 - b. **3PL/2014/0247/F** (Erection of new cottage for staff accommodation) – application approved.
 - c. **3PL/2014/0651/A** (Erection of non-illuminated sign at roundabout A11/A1075) – this application is in Croxton but is to advertise the SUE development. The wording on the sign states: “THETFORD NORTH” with a strap line of “A new neighbourhood for Thetford). The PC has been assured by Pigeon that the wording is only illustrative and that more consultation will be taken over the marketing wording to allay fears of the Suburban Urban Extension outlined in the TAAP from becoming de facto a Thetford extension. Councillor Connolly then pointed out that the MTF had agreed the extension would not be called “Thetford North”. The PC agreed that it had no difficulty with the erection of a sign but include a comment to this effect in response to the application.
9. **Moving Thetford Forward (MTF) Update** The Chairman reported that since he had attended the MTF Board on 11 Apr 14 and apart from the Riverside Walk (see Item 10 below) there was nothing else of significance to report. Councillor Connolly then reported that the Thetford Business Forum had been told the bus station would be completed in Mar 15, and the riverside development would then commence, He went on to report the new dualled section of the A11 would be formally opened in Oct 14, probably by the Rt Hon Elizabeth Truss MP.
10. **Riverside Walk Update** Councillor Engwell reported he finally managed to contact Mr Ian Mortimer of Abbey Homes regarding the transfer of the land, who had advised that he was no longer dealing with the topic and that his Managing Director, Mr Lorrie Fraquelli, should be contacted instead. He has now written to Mr Fraquelli with copies of our recent past correspondence with Mr Mortimer asking for clarification of the land transfer.

He went on to report that he had had a further meeting with Mr Jeff Redgrave and Mr Chris Gregory, accompanied by Councillor Herries, to clarify the detail for the bid documentation papers that Mr Redgrave will prepare for the Parish. The resulting report

will have to be 'top and tailed' to make them the PC's own, before issuing to potential contractors to request quotations. On the assumption that the land transfer will take place, the PC will continue to work on the assumption that the path will be constructed this year. Subsequently, he had contacted Mr Gary Overland (NCC, Highways) on the subject of 'drop kerbs'. He has advised that a Highways officer will get back to us and provide the necessary advice and quotation. He suggested that an on-site meeting may be necessary.

He then reported he had also contacted Mr Kevin Ward, of Breckland Council (the Programme Manager for MTF), and provided him with the information necessary to issue the 'offer letter' which will then allow us to claim for any work towards the 'feasibility study' and other preparations for the project.

11. **Kilverstone Alms Houses Update** The Chairman reported CoopHomes had completed the Annual Return, Accounts and Budget and that the PC now had copies. CoopHomes had also written to the PC solicitor to confirm the Transfer Resolution and Transfer of Registration with the Land Registry had been signed; the PC solicitor has also been given access to the Charity Commission online services. The next step is to agree a date for the formal handover by which time the PC needs to have established a formal arrangement with Kilverstone Estate for the management of the homes and Councillor Holmes-Smith kindly agreed to undertake this and be the Charity Commission point of contact. The PC also now needs to make the necessary arrangements for the bank handover. A handover date of 1 Sep 14 was agreed.

12. **Reports by Members**

a. **Environmental and CPRE** Nothing to report.

b. **Community Safety** The minutes of the Safer Neighbourhood Action Panel (SNAP) had not met since meeting held on 6 May 14 and the priorities for this quarter remain:

- Tackling inconsiderate parking outside schools and anti-social behaviour in Attleborough and surrounding villages
- Enforcing speed limits (30mph) in Gt Hockham, Shropham, Gt Ellingham, East Harling and local villages.

The next SNAP meeting is on Tuesday 22 Aug 14 at 1100 at Attleborough Police Station.

The crime report for the PC area for Jun 14 is:

1 x Domestic
3 x Criminal Damage (1 x Euston, 1 x Rushford & 1 x Arlington way)
1 x Drug Offence
1 x Common Assault
1 x Burglary in a building other than dwelling with intent
1 x Theft

c. **Rural** Nothing to report.

13. **Correspondence** The following correspondence had been received:

- a. **Norfolk Community Safety Awards** Norfolk Constabulary has asked for nominations for its various categories of Community Safety Awards – details are on the PC website.
- b. **Changes to Voter Registration** BDC has informed the PC that the biggest change to the way people register to vote in over 100 years is taking place this year. The transition to Individual Electoral Registration means that everyone will register to vote individually, rather than by household as they do at the moment. Councillor Jolly said most people will be transferred automatically to the new register but some will need to re-register, particularly those who have yet to register, such as young people. The change should have been implemented by Apr 15. There are posters on the PC notice boards and on the website.
- c. **Rushford Residents' Meeting** The PC had been notified by Mr Cruse that there would be a residents' meeting on Saturday 12 Jul 14 (to which the PC was not invited to be represented). He also asked for a synopsis of the 2 most recent C147 traffic surveys. These will be passed in accordance with the PC's Publication Scheme.
- d. **Rushford Residents' Association** The PC has been notified by Mr Cruse that the villagers' public meeting was held in Rushford at which it was agreed that a Rushford Residents' Association should be set up. In it he asks that the PC defer any action on the traffic survey as there had been a consensus but this was not specified. (See Item 5a above). There was then a general discussion about whether the new Association was inclusive of all residents in the village on both sides of the river but the Leader, Mr Cruse, assured the meeting that membership was open to all residents and not just those who had attended or sent apologies. Councillor Jolly then sought assurance that every household would be kept informed of all activity and meetings and that the outcome and minutes would be circulated to all, irrespective of whether the resident attended. This assurance was then given by Mr Cruse.
- e. **Central Norfolk Strategic Housing Market Assessment** BDC has announced. Local Authorities in Central Norfolk (being Norwich, South Norfolk, North Norfolk, Broadland and Breckland) have commissioned Opinion Research Services (ORS) to undertake a Strategic Housing Market Assessment so that the authorities can objectively assess and evidence development needs for housing (both market and affordable) and provide evidence to inform local policies, plans and decision making in the future. As part of this study ORS will be undertaking a stakeholder engagement programme which will include interviews with developers, Registered Social Landlords (RSLs), parish councils, private landlords and estate agents for example.
- f. **Open Space Audit** BDC has informed the PC that a Open Space Audit is being conducted to accord with paragraph 73 of the National Planning Policy Framework 2012.
- g. **FOI Request** The PC has received a FOI request from Mr Cruse about the PCs dealings with the Diocese of Norwich over the track to the north of Rushford church. The Vice Chairman reported that as this topic has been raised on a number of occasions before by Mr Cruse stating the PC considered the topic closed, the reply restated this view.
- h. **C635 – Road Closure for maintenance** Suffolk County Council has informed the PC of the closure of C635 (Euston to Rushford road for maintenance

between 23 – 29 Jul for maintenance. The diversion is along A1088, A1066 and C640 Spalding Chair Hill and vice versa. Details are on the PC website.

- i. **St Edmundsbury Vision 2031: Notification of the publication of the Inspector's Report** The PC has been informed that the Councils (St Edmundsbury Borough Council and Forest Heath District Council) have received the Inspector's Final Report for the examination into the St Edmundsbury Vision 2031 Local Plan documents on 14 July 2014. The report can be viewed on the Council's website at www.stedmundsbury.gov.uk/vision2031.

14. **Date of Next Meetings:**

- a. Wednesday 27 Aug 14 at 1930 in the Kilverstone Church Club (Provsional for Urgent Matters only)
- b. Wednesday 17 Sep 14 at 1930 in the Kilverstone Church Club (Full Meeting)

Minutes agreed:

A M Poulter OBE
Chairman

Date: