

**MINUTES of the BRETtenham AND KILVERSTONE PARISH COUNCIL  
ANNUAL PARISHIONERS MEETING  
held at the KILVERSTONE ESTATE OFFICE  
on Wednesday 9 May 2018 at 1830**

1. **Welcome**                    The Chairman welcomed everyone and thanked them for attending
  
2. **Attendance**        The following were present:  
  
Councillors Poulter, Engwell, Wright, Holmes-Smith, Dawson, Brown and Herries ( B&K PC),  
Councillor Stephen Askew NCC Member for Guiltcross, Inspector Jo Walmsley, Norfolk  
Constabulary, Mrs Samantha Norris, Knettishall Heath Ranger.  
  
There were four Parishioners present.
  
3. **Knettishall Heath Annual Report**   Mrs Norris presented her reports at Attachments 1 and 2.  
Attachment 2 is available on request due to the size of the document.
  
4. **NCC – Annual Report**   Councillor Stephen Askew, Guiltcross Division NCC, presented his report at  
Attachment 3. Clarification was requested on whether the vision regarding fast broadband and mobile  
phone signals were in synch. Councillor Askew confirmed that this was the case.
  
5. **BDC – Annual Report**   Councillor Chapman-Allen’s report (Forest Ward, BDC) is at Attachment 4.
  
6. **B&K - Annual Report**                    Councillor Engwell presented the PC’s Annual Report at Attachment  
5. He also updated the meeting on the present state of the Riverside Path and the green space.
  
7. **Community Safety Annual Report**
  - a.    Inspector Jo Walmsley presented her report at attachment 6. This included a clarification on  
recent burglary and attempted burglary numbers reported, which had seemed a bit high. She  
explained that this was mostly due to Brandon and Weeting being included in the numbers. In  
reality the numbers were 3 attempted burglaries and 3 successful burglaries in non-dwellings  
and 1 attempted burglary into a dwelling.
  - b.    Then followed a brief reminder of the loss of the PCSOs at the end of January and the closure  
of the Engagement Surgeries.
  - c.    It was also reported that the travellers had been removed for the temporary site on the A11 as  
they had extensively overstayed the allowed 28 days.
  - d.    The next SNAP meeting will take place on 28 Jun 18 at 8pm.
  - e.    A new dog walking buddies programme is due to commence on 24 Jun 18 at 11am; this was  
set up after the recent murder at East Harling. Although the culprit has been apprehended it  
was felt that the public needed to feel safe.

The Chairman thanked her for report; he then asked whether Attleborough could be included in the regular newsletter as well as clear instructions on how to report crime online.

There being no other questions from Parishioners, the Chairman thanked everyone for attending and closed the meeting.

A M Poulter OBE  
Chairman  
Brettenham and Kilverstone Parish Council

**Attachments:**

1. Knettishall Heath Report
2. Archaeological Report
3. Councillor's Askew NCC Report
4. Councillor Chapman-Allen's BDC Report
5. Brettenham and Kilverstone Parish Council 's Annual Report

**Knettishall Heath  
March 2017 – March 2018  
Report for Brettenham and Kilverstone Parish Council**

**PROJECT – A VISION FOR THE FUTURE**

(5 year heathland restoration programme funded by WREN and in cooperation with Higher Level Stewardship through Natural England.)

- The reserves resident Exmoor ponies have been in their new 250 acre grazing enclosure for a year and a half now. We are now starting to see great results from their grazing, such as increased structure in the vegetation and higher diversity of plant and insect species. We are also recording how, where the ponies are affecting previously ungrazed areas that couldn't support rabbits due to the vegetation being too high, rabbits are now starting to move in. Rabbits are crucial to the long-term maintenance of rare Breckland flora and fauna so this is a great result.
- In July 2017, 3 new Exmoor ponies joined the herd from the Exmoor Pony Society, taking our herd number to 20. This was to ensure we had a high enough grazing pressure to create a varied habitat in the new larger area. 2 of the 3 were yearling ponies straight from the moor and have settled in well. We continue to strive towards maintaining the fine balance of ensuring the ponies are wild enough to not approach the public for food or petting, but are still tame enough to handle for health checks etc. The ponies continue to wear the highly reflective collars that have proved very successful in helping motorists see the ponies when driving through at night.
- We no longer use a grazier to put cattle on the riverside meadows for a short while over summer. This is due to the increased herd number of the ponies; we retain the meadows for winter grazing over long hard winters, and to ensure the meadows remain long and tussocky to supply good hunting for barn owls and other predators.
- The winter of November 2017 – March 2018 saw our final year of funding to have contractors assisting us with large scale felling and thinning of some of the woodland areas. This work is part of the project to increase the heathland and grassland areas, improve the woodland areas through glade and ride creation, and to create more of a mosaic of woodland, woodland edge, scrub and heathland. This has removed the unnatural compartmentalised structure of the habitats that was in the area. This past winter we have focused on areas of young birch and pine woodland on the edges of the main heath, to return these areas to what was open heath and edge habitat merely 20 years ago. This work has been followed up by mulching of the remaining tree stumps and turf stripping to allow the Brecks seed bank to recover. The following aerial photos show some before and after shots.



Image 1: The area around Hut Hill pre-felling



Image 2: The area around Hut Hill post felling creating a mosaic of mixed habitat



Image 3: Top of the main heath young pine wood; pre-felling



Image 4: Top of the main heath post felling revealing a new extension of the heath

- Work this winter was significantly hampered by the rain and snow, meaning some of the paths did get quite boggy and poached. We are very thankful for the patience of visitors during this time, and we made sure to focus efforts in February and March (at the end of the work) to do a significant amount of repair work to the paths, car parks and roadside areas.
- Throughout the year volunteer work parties have continued every Thursday; including site maintenance throughout the summer, and supporting the woodland clearance over Winter.

- This summer 2018 we will need to do a small amount of follow up work such as bracken and birch shoot spraying, and turf stripping to continue with creating some bare ground plots in the absence of rabbits. We will also be working on a sustainable management plan to ensure the Trust can fully support itself in undertaking a small amount of these heathland management methods on an annual basis once the project funding has finished.

## WILDLIFE

- We are starting to see heathland specialities such as the green tiger beetle, rare lichens, moths and butterflies, bats and reptiles all increase in number and diversity around the reserve, as a result of the grazing, newly cleared areas of heathland and bare ground plots. Some of the glades created last winter will be showing a spectacular foxglove show this summer 2018 as the sunlight has been let in; June should be a peak time to visit to catch the show!
- The butterfly transect was successfully carried out from 1st April – end of September 2017 and results submitted to Butterfly Conservation. Results show that the scarce white admiral butterfly is spreading to new areas of the reserve.
- Reptile transects are ongoing with good numbers of Slow Worm, Common Lizard, Grass Snake and some Adder sightings in 2017. Invertebrate surveys, Bryophyte surveys and vegetation monitoring by experts ongoing, particularly in areas of bare ground creation.
- Skylark monitoring took place in April and May 2017 when at least 7 territories (breeding pairs) were recorded on the heath adjacent to Icknield way. This number has improved on the records from 2012 – 2015 indicating that the new fencing and dogs off lead trail is helping to reduce pressure on the ground nesting birds on the heath. The survey work will continue for spring 2018.
- One of the most fantastic success stories has been the return of woodlarks singing for the first time at Knettishall heath in at least 7 years, likely nearer 10 years. Summer 2017 saw a pair displaying briefly, and a male singing throughout early spring, but no breeding. So far in 2018 at least one male woodlark has been singing since February, whilst feeding and holding territory over newly created areas of heath; fingers crossed for a breeding pair this year! We would like to offer thanks to all our regular dog walkers who are helping to spread the word about keeping dogs on leads on the heathland areas between 1st March – 31st July to protect ground nesting birds – it really does help!

## COMMUNITY WORK

- All events and education work are continuing under the Trusts core funding and support from our Higher Level Stewardship Programme.
- Events throughout 2017 included night walks with Suffolk Bat Group, fungi forays with a local expert, dawn chorus guided walks with Suffolk Ornithological Group, and archaeology courses, as well as various family afternoons, youth groups and guided walks.
- In 2017 we made the decision to make the 'Knettishall Fair!' in August an *annual* event to celebrate the local heritage and wildlife, and maintain a good Trust presence. The event will take place this year on Sunday 19th August 2018, 11am - 4pm.
- The community dog group Hounds of the Heath continues to grow with lots of new members and regular guided walks. The dog group has helped to encourage other walkers to use the dogs off lead areas during the spring, and have helped to feed ideas into the creation of a dog ambassador scheme to hopefully launch this year.
- We were lucky enough to receive funding for the Tesco carrier bag appeal to install a learning shelter and new play space in the main car park. These were installed just before Easter 2018, and have already proved very successful and popular. The shelter in particular is a great asset, providing a covered space and allowing us to accommodate school visits for longer periods.

## ARCHAEOLOGY REPORT

- Throughout 2017 we received funding for Professor Tom Williamson of the UEA to undertake, with reserve volunteers, an archaeology survey of Knettishall Heath. The results revealed a number of structures ranging from burial mounds, mediaeval plough lines, army training areas, parish boundaries, and land use ridges, many of which were previously undiscovered or misinterpreted. We hope to follow this up with further surveys and incorporate this wonderful landscape history into a series of community events such as guided walks. The full report is attached.

We once again thank you for your ongoing support and I hope to attend another parish council meeting soon.

**Attachment 2 to Brettenham and Kilverstone Parish Council's  
Annual Meeting of Parishioners 9 May 18**

Available on request.



**NCC Kilverstone and Brettenham APM 2018**

**Locally**, it has been my busiest year yet as your County Councillor. The hideous and prolonged winter has had a major impact on the state of the county's roads leading to a plethora of notifications from constituents regarding flooding, blocked drains and potholes. Highway repair teams have been stretched making it difficult to get to major repairs as soon as they would wish but in the main, if I've been told about specific incidents they have been rectified or temporarily fixed and marked for a more permanent solution when the conditions allow.

Just over a year later than projected, the 18tonnes HGV weight limit pilot scheme on the B1111 between the A1066 and the A11 at Larling finally went live on April 2nd. This has been a difficult project fraught with obstacles, mainly from Highways England which caused frustrating delays. It is in place for a year and we will see what the impact is over that time. In any event, it has been a major achievement to actually get this in place and has cost a considerable sum to do so. I applaud the work of Phil Reilly at NCC who has worked so hard to bring this together in very trying circumstances.

2017/18 saw County Councillors allocated a personal budget which they could spend on smaller highway related issues within their Division. This has been of great benefit and has actually allowed me to resolve, improve and enable situations without the fuss of continual backwards and forwards with officers and general red tape. I am always keen to use the funding for the benefit of my Division and if the parish have any highway related issues which this budget might be able to assist with then please let me know and we can discuss. I have made representations on the Thetford Town Council governance proposal and I continue to carry out ever increasing amounts of casework on an individual basis for constituents and parishes alike.

**Below is a summary of some of the countywide issues NCC have been involved with.**

**Broadband** – our Better Broadband for Norfolk programme has already transformed broadband speeds for many people in the county, including in some of our most rural areas. We're on course to increase superfast broadband access in Norfolk to 95 per cent by March 2020 but we need to do more to reach the final five per cent. So we're looking to invest an additional £13m into the programme to extend superfast broadband coverage and get us much closer to our goal of eliminating broadband inequality in the county.

**Mobile coverage** – The new Digital Innovation and Efficiency Committee is leaving no stone unturned in the drive to improve the county's mobile coverage (with a target of 98%) – working with the big four mobile providers and identifying opportunities to work together to improve the quality and reach of mobile data and voice coverage in Norfolk. In February we kicked off a campaign to improve coverage, with our survey van scouring the county to identify areas of greatest need. We are also using our county council-owned buildings to help overcome 'not spots', by putting mast on top of them to improve phone signals.

**Attleborough** – following an award of £4.5m from the New Anglia Local Enterprise Partnership to support planned growth within Attleborough, to help the town grow as smoothly and successfully as possible, we held a public consultation in summer 2017 to seek views on potential schemes and help us shape these significant transport improvements. As a result, we have prioritised work to create more parking spaces in the town centre's Queens Square car park and at the railway station, reduce queueing traffic and congestion by changing junctions and road layouts, encourage cycling and walking by improving and extending current facilities, and create a more attractive and usable space in front of the town hall – with the work due to start in Surrogate Street this year.

**A47** – The council continues to actively work with the A47 Alliance, bringing together key stakeholders from Lowestoft to Peterborough to lobby for the A47 Throughout 2017 NCC worked with Highways England (HE) to develop proposals for sections of dualling and junction improvements to deliver the already funded projects (over £300m) as soon as possible. In Norfolk, this has seen the preferred scheme solutions announced by HE for dual carriageways between Easton and North Tuddenham, and from Blofield to Burlingham. It has also resulted in proposed junction improvement details being published for the A47/A11 Thickthorn junction, as well as the Vauxhall junction in Great Yarmouth. The County Council is currently delivering improvements to the rail station junction in Great Yarmouth, using funding provided by HE, which has also confirmed its commitment to complete the construction of all these projects between 2020 and 2023.

NCC is also actively engaging – with the A47 Alliance – in securing the next round of funding for further trunk road improvements due to be delivered between 2020 and 2025. Our two priorities in Norfolk remain unchanged: to see dualling of the Acle Straight and the Tilney to East Winch sections. This all builds towards the ultimate aim of seeing the A47 being a dual carriageway from Great Yarmouth through to Peterborough and the A1.

### **Third river crossing**

Last year's Autumn Budget contained some great news for Norfolk as Chancellor Philip Hammond committed £98m of Government funding to create a third river crossing in Great Yarmouth. We made the third river crossing one of our infrastructure priorities,

**Norwich Western Link** – NCC has continued to develop the initial business case appraisal for a Norwich Western Link – to join the NDR to the Norwich southern bypass.

**Great Yarmouth** – work is well under way on £9m (from New Anglia Local Enterprise Partnership) of transport improvements to make it easier to get into and around Great Yarmouth and which will have long-term benefits for local people, visitors and for the borough's economy

**Long Stratton bypass** – getting a bypass built around Long Stratton is one of the County Council's top infrastructure priorities for Norfolk, and something we have long been pressing for. There was good news in February, as developers submitted a planning application to South Norfolk Council which included plans for a bypass. There's a long way to go before any decisions are reached but this is an important step in the right direction,

**Transport for Norwich** - last summer saw the launch of the flagship Westlegate pedestrianisation scheme. This has created a thriving new public space that is pedestrian and cycle-friendly and has increased trade to local businesses. Other projects included new cycle facilities along key routes to the city centre and university, as well as the start of works to reduce congestion on the Dereham Road/outer ring road junction. Forthcoming projects include improvements to traffic flow and pedestrian/cyclist provision around Prince of Wales Road, completion of the Wymondham to Hethersett cycle link, a new crossing on St Crispin's Road and a new transport interchange in Cringleford.

### **Recycling Norfolk's disused railways**

As part of NCC's vision for a cycling and walking network for the county, a feasibility study is looking at bringing disused railways and other underused parts of the transport network back into use as cycling and walking routes. The initial feasibility study focusses on three disused railways, Weaver's Way – which is owned in part by Norfolk County Council - King's Lynn to Fakenham and King's Lynn to Hunstanton.

### **Education**

In July for the first time, Norfolk reached or exceeded the national average for the proportion of good and outstanding schools, with 90% of Norfolk's school now judged as good or better by Ofsted.

**£35m boost for adult social care** – this welcome one-off funding from the Government helped address pressures in the health and social care system and followed extensive national lobbying by local authorities, including Norfolk. The money has helped us recruit 50 social workers, as well as contributing to new preventative activities to reduce and delay the need for formal care and support the safe discharge of people from hospital.

**Caring for carers** – with the five Clinical Commissioning Groups, we've commissioned a new carer-led service, Carers Matter Norfolk, to support the county's 100,000 unpaid carers.

**Investing in home support** – in the next financial year the council will be investing an extra £2.1m to help home support providers. It's developed a new model to improve the coverage and quality of home support countywide with a collaborative approach from providers – The ambition is that providers can respond to the majority of requests quickly and is reliable, providing continuity of well-trained personnel working to agreed professional standards, and people using these services to be able to remain in their own homes for as long as they wish.

**Open Library** – we are continuing to extend Open Library to more branches, giving customers access to libraries beyond staffed opening hours, by using their membership cards to access library buildings. This initiative ran successfully as a pilot project and the aim is to offer this service at all libraries.

**Norfolk Reading Pathway** – following a grant of £98,000 from Arts Council England, we have supported almost 600 Norfolk residents aged 8 and above to learn to read. Using a phonics-based reading programme, learners are supported by library volunteer coaches, who are given full training. A large part of this project has involved supporting schools with children who struggle to read. Reading sessions take place at libraries across Norfolk and we are continuing to recruit new learners and volunteers.

**Digital libraries** – as well as launching of the Libby app, enabling customers to access books from anywhere, the Library Service has been running a range of digital clubs. This includes everything from helping people learn to log on to the internet or use a tablet computer, through to a number of successful coding clubs. In the Autumn of 2017, Norfolk libraries were given 500 BBC micro:bits which can be borrowed for free. They are tiny codeable computers that help people get to grips with digital devices and learn about coding.

Libraries as community hubs are helping break down social isolation and bringing services to the people – whether it's baby-weighing scales, Knit and Natter or Just a Cuppa drop-in sessions. There are some excellent volunteers doing amazing work at our libraries, making a huge difference to people's lives by fundraising, knitting, cooking, helping people with IT, running craft sessions, literacy sessions and activities for people with dementia. .

**Outstanding exhibitions at our museums** – two home-grown exhibitions at Norwich Castle Museum & Art Gallery pulled in the crowds in the summer and autumn of 2017. Nelson & Norfolk and Rembrandt: Lightening the Darkness shone a spotlight on extraordinary objects in the Castle collections. The exhibition, which also featured major loans from Royal Museums Greenwich and the Royal Collections, attracted 57,527 visitors and received regional, national and international coverage.

**Fire and Rescue** – councillors from our Communities Committee voted unanimously in January that the Fire and Rescue Service should continue to be governed by the county council. In 2016/17 (latest stats available), our Fire and Rescue Service attended 7,340 incidents and rescued over 700 people. Following the devastating Grenfell Tower blaze in London, our Fire and Rescue Service did a great deal of public reassurance work and inspected all domestic Norfolk high-rise flats, mid-rise blocks and many commercial premises to check safety compliance.

**Domestic abuse** – we continue to tackle domestic abuse in Norfolk head-on, with our programme to train 'champions' – people in professions who deal with the public and who are taught to spot signs of abuse and offer support. Domestic abuse is not always physical and can take many forms, including coercion and control, and our aim is to raise awareness about this and focus on the safety of people at risk. Our domestic abuse change coordinators have exceeded all expectations by training 925 champions so far since 2015, keeping an estimated 1,500 people in the county safer.

I continue to submit items for the parish newsletter on a monthly basis should the editor wish to use them.

One low point is that I haven't managed to frequent The Fox as much as I would have liked during the past year but I congratulate the community for the effort put in to make the pub a success and I wish you well moving forward.



**Report by Cllr Samuel Chapman-Allen  
Breckland District Council Member for Forest Ward  
Parish Council AGM**

**Breckland Council (2017/18)**

*Breckland Council's vision is to make Breckland 'a place where people and business can thrive'. This is underpinned by four priorities, outlined in the Corporate Plan:*

- *Supporting Breckland to develop and thrive*
- *Providing the right services at the right time and in the right way*
- *Developing the local economy to be vibrant with continued growth*
  - *Enabling stronger, more independent communities*

Examples of how a number of projects have contributed to the priorities/vision are below:

**"Supporting Breckland to develop and thrive"**

Set a balanced budget for the coming year (2018/19), including the removal of our reliance on Government Rate Support Grant (RSG) and the allocation of £1.7m to support sustainable community projects over the coming financial year.

Developed our draft Local Plan, which has been through its final round of consultation and is now awaiting inspector feedback. We are currently expecting the Local Plan Examination Hearing sessions to be held in public between April and June.

Continuing to build on the expansion of the Cambridge-Norwich Tech Corridor to support the delivery of business growth in the district, including at sites in Snetterton and Thetford.

Continued to work with partners on scoping a business case for enhancements to the A47, including backing calls for central government investment.

Developed a strategic health and wellbeing action plan and, in partnership with Public Health, identified Thetford as a priority area for investigation on health and wellbeing issues.

As part of Breckland Bridge property and development partnership, built and sold homes in Mileham which included affordable housing.

Secured planning permission for new homes in Attleborough, as part of Breckland Bridge partnership.

### **"Enabling stronger, more independent communities"**

Launched our Market Town Initiative, which includes a range of collaborative projects that will ensure each market town is economically vibrant, achieves long-term sustainability, has a clear identity, is a popular destination, has an enhanced environment, and secures third-party investment in which we will continue to work with those communities.

Implemented new partnership with 'ShopAppy', which will give local independent businesses a central web presence and enable shoppers to make purchases online 24/7.

Implemented new Our Breckland Lottery, which will enable players to directly support local community groups through ticket sales.

In partnership with Norfolk Community Foundation, allocated £250,000+ of grants to projects in the district.

Commenced delivery of the 'Silver Social' project which is delivering workshops across the district to those who are at risk of being socially isolated.

Launched community fridges in the district's market towns, including the first in Norfolk.

Committed to tackling the district's 'unsightly sites'.

Introduced Public Space Protection Orders within our towns, to help tackle anti-social behaviour.

Overseen the extension of the gym facilities at the leisure centre in Thetford, providing a new free weights area in the gym, which was provided at no cost to the council and with positive feedback from users - <http://www.leisurecentre.com/breckland-leisure-centre-waterworld>

Commenced promotion of a 'Smokefree Sidelines' project to help denormalise smoking. Received support from a number of local youth football clubs and will engage with any other interested clubs.

Continued to meet as part of the antisocial behaviour advisory group which brings together multiple agencies to share and support on cases, giving a co-ordinated approach to support and action against ASB.

Organised an Easter and a summer holiday activity programme for children throughout the District.

Continued to Investigated infectious disease and food poisoning outbreaks to ensure prevention and control within the District.

Continued to both proactively and reactively deal with dog fouling to ensure public spaces are cleaner for residents' use. <https://www.breckland.gov.uk/reportit>

### **"Developing the local economy to be vibrant with continued growth"**

Won the highly prestigious Municipal Journal (MJ) award for Commercialism in the Property estate. Thus allowing us to keep our Council Tax the lowest District in the Country.

Secured £10m Housing Investment Fund (HIF) central government funding to support infrastructure projects and delivery of new homes on the outskirts Parishes of Thetford.

Secured £2.65m from New Anglia Local Enterprise Partnership (LEP) to upgrade Snetterton Heath's existing electricity supply which will enable and support business growth.

Developed our 'Open for Business' approach, ensuring support and advice is available for businesses of all sizes. Made regular visits to key businesses in the district to provide advice and assistance on the range of support services available from the council and partners.

Made referrals for business to the New Anglia LEP to facilitate and support grants for business growth in the district.

At the request of town councils, agreed to implement pilot enforcement periods at some Swaffham and Attleborough car parks.

Influenced enhancements to digital broadband speeds with around 90% of the district now able to receive high speed broadband and will continue to work within Norfolk County Council and BT Openreach to deliver further.

Worked with partners, including Department for Work and Pensions, to review and encourage work-placed training, as well as holding job fairs and engaging with schools in conjunction with job centre plus.

Continued to work closely with colleagues in Food Standards Agency, Health and Safety Executive, Police, and Trading Standards, in order to prevent food fraud/crime and restrict the supply of illegal tobacco products in licensed premises and animal safety.

### **"Providing the right services, at the right time and in the right way"**

Reduced waiting list for housing and increased speed of housing adaptations delivery.

Agreed a new investment strategy which will see around £1m used to provide new temporary accommodation for Breckland to help meet the needs of those who experience homelessness in the district and keep families together.

Developed new digital services including a 'connect and serve' log-in for ARP customers to improve the customer experience and ability to access their benefit information

Created a co-located area at Breckland House in Thetford which is utilised by: Norfolk Children's Services; Norfolk Social Workers; Health Visitors; Flagship Homes; Norfolk Constabulary. As such fortnightly 'referral' meetings have been established as well as monthly strategic board and thus allowing early intervening to occur.

Delivering project which will see Department for Work and Pensions collocate in Breckland House in Thetford, creating a services hub meeting the needs of residents.

Increased recycling rates - from 39.9% in 15/16 to 40.3% in 16/17.

Re-awarded the prestigious Silver Armed Forces Covenant Status for work supporting servicing Armed Forces Personnel and Veterans within Breckland.

**BRETtenham and KILVERSTONE  
PARISH COUNCIL  
ANNUAL REPORT**

**2017 - 2018**

**CHAIRMAN'S REPORT**

**Joint Neighbourhood Plan** In anticipation of the long awaited delivery of the Sustainable Urban Extension (SUE), the Parish Council, in conjunction with Croxton Parish Council has been developing a Joint Neighbourhood Plan (JNP). Authority was given by Breckland District Council (BDC) in September 2014 and the Councils, following 2 periods of public consultation, have now submitted the formal draft to BDC for examination. BDC has conducted another round of public consultation and the draft JNP has been sent to the appointed Examiner.

**Greater Thetford Development Partnership Board** The Board has now been reconstituted with local politicians. It is a non-decision making Board and acts as the senior stakeholder group for the programme to bring 5,000 new homes and supporting infrastructure to the greater Thetford area and regenerate the whole area covered by Thetford, Croxton, Brettenham and Kilverstone. It is supported by an officers group and a Communities Sub Group, made by councillors from the 3 parish councils and appointed local members. Thus far a planning application for the first 343 new homes has been submitted by the developer and work continues on trying to bring more prosperity and improve the attractiveness to both businesses and new residents to the area.

**Community Governance Review** In January 2017, Thetford Town Council sought to extend its parish boundary to include the new Sustainable Urban Extension area (SUE). The review is being undertaken by the Community Governance Sub-Committee of Breckland District Council (BDC). The review is being conducted in 5 stages and first 2 are now complete. In essence, following the first round of consultation, the Sub Group is recommending no change to Thetford Town Council's boundary. The second round of consultation, to consider this revised proposal, is now out for consultation until 22 June 2018. BDC will take the final decision for the outcome of the review in September 2018.

**Alms Houses Update**

Following the protracted but successful change of Trusteeship of the Almshouses from Co-op Homes to the Parish council it has been possible to renovate No 1 to a high standard and make it as wheelchair/disabled friendly as the size allowed.

It is now the Trustees' ambition to extend and renovate No 2 also to a high standard and as wheelchair/disabled friendly as is possible. Surveyors and planning are now at an early stage. Kilverstone will soon have additional residents with the new housing development and there may be an additional need for Almshouses in the future and it would be possible to extend the site to add more houses. The Trustees would like to thank Kilverstone estate for their continued support

**Community Safety** The Parish Council continues to be represented on the Safety Neighbourhood Action panel (SNAP) and receives help from the local Constabulary Engagement Officer for

Bedingfield and Forest. While crime remains relatively low, obtaining accurate crime rates for the Parish Council remains problematic. While the Bedingfield and Forest quarterly newsletter goes some way to address this, it does not greatly enhance local community confidence.

**Riverside Path** The Path, which is wheel chair friendly and runs from Arlington Way to Nuns Bridges, was formally opened on 15 February 2016 and continues to be extremely popular. The Parish Council, in conjunction with the British Trust for Ornithology (BTO), maintain the section of the path within Brettenham by herbicide treatment and cutting of the verges during the summer growing season.

**Public Open Space** An area of the Arlington Way Public Open Space (POS) has been left uncut for the last 2 years in order to allow a wildflower meadow to emerge. The resultant wild flowers have been limited to mostly ragwort, nettles, and the occasional viper's bugloss. Consequently, the Parish Council decided to prepare the area by removing the top layer and seeding with a local wildflower mix. This is in the process of being completed, and hope look forward to a better display in future years. Maintenance of the POS is currently funded under a Unilateral Agreement (similar to a Section 106) with Abbey Homes.

**Precept** The Council continues to keep its precept as low as possible but is conscious of the need to have sufficient reserves to cover the growing community as the development of the new homes begins in the Sustainable Urban Extension (SUE). The FY 2018/19 increase was just 3.65%

**Clerk** The vacant Clerk position was filled towards the end of May 2017.

**Council** In the autumn, one councillor resigned and local by election was held at the end of November 2017, and a new councillor was elected. The council has its full quota of 7 councillors.



## MONEY MATTERS

The above statement represents fairly the financial position of the PC at 31 March 2017 and reflects its receipts and payments during the year.

		<b>FY 2017/2018 Accounts</b>				
	£					£
<b>Opening balance</b>	23,890.26					
<b>Receipts</b>			<b>Payments</b>			
Precept	4,727.00		PC Expenses (travel)			151.50
Support Grant	4.00		Postage			13.44
VAT Refund	736.01		Subscriptions			274.72
Interest (to Jan 18)	5.78		Insurance			554.99
JNP Refund	2,233.20		Audit fees			30.00
BTO Refund	189.00		Grounds Maintenance			639.00
NCAPTC Grant	488.98		Printing (non-JNP)			61.25
			Stationery/Ink			407.07
			Clerk Office Equipment			24.98
			Clerk Training			101.00
			Legal Advice			366.00
			Clerk Pay, Expenses & Allowances			1,511.20
			Election costs			1,568.19
			JNP Costs			2,233.20
<b>Total Receipts</b>	<b>8,383.97</b>		<b>Total Payments</b>			<b>7,936.54</b>
<b>In year net surplus</b>	<b>447.43</b>					
B/F	23,890.26					
<b>Total</b>	<b>24,337.69</b>					
<b>Carried Forward</b>	<b><u>24,337.69</u></b>					
		<b>Balance Sheet as at 31 March 2018</b>				
	<b><u>2017</u></b>					<b><u>2018</u></b>
	£					£
		<b>Bank</b>				
	12,330.10	Treasurers Account				12,771.75
	11,560.16	Business Instant Access Account				11,565.94
	<u>23,890.26</u>					<u>24,337.69</u>
			Note: Owed to HMRC for Clerk Income tax deducted in FY 17/18:			<u>-57.11</u>
<b>Assets</b>	10,688.64					

## Notes to the Accounts

- 1. Assets** Notice boards (and with drop boxes), Village signs, bench, grit bin, office equipment for the Clerk, Riverside Path furniture and donated Public Open Space at Arlington Way - £10,688 (Based on the purchase value).
- 2. Borrowings** The PC has no borrowings
- 3. Earmarked Reserves** Following completion of the Riverside Walk project and legal work associated with the transfer of the Trust from CoopHomes, The PC had earmarked reserves of £11,500 for at the end of FY 17/18:

  - £8,000 for POS Maintenance
  - £9,000 for Community Facilities Development
  - £500 Contingency
- 4. Tenancies** The PC has no tenancies
- 5. Section 137 Payments** Section 137 of the Local Government Act 1972 enables parish councils to spend up to the product of £7.57\* per head of electorate in 2017/18 for the benefit of people in the area on projects not specifically authorised by other powers. \*\*confirm rate

The PC made no S137 payments in FY 17/18.
- 6. Agency Work** The PC undertook no agency work
- 7. Contingent Liabilities** The PC's accounts for the year end 31 March 2018 do not include a provision for any such contingency.

*A contingent loss will be accrued in the financial statements where it is probable that a future event will confirm a material loss which can be estimated with reasonable accuracy at a date when the financial statements are approved.*

*Where a material contingent loss is not accrued, perhaps because it cannot be accurately estimated or because the event is not considered sufficiently certain, it is disclosed in a note to the accounts.*
- 8. Advertising and Publicity** No costs were incurred for advertising and publicity during the year
- 9. Trust Funds** The PC is the trustee for the Kilverstone Alms house Trust.
- 10. Commitments** The PC has and maintains the POS at Arlington Way under a Unilateral Agreement (similar to a Section 106 agreement).

## PARISH CONTACT DETAILS

Chairman  
A M Poulter OBE  
01842 753634

Responsible Finance Officer  
M J Engwell OBE  
01842 766076

Email: [clerk@brettenhamandkilverstonepc.co.uk](mailto:clerk@brettenhamandkilverstonepc.co.uk)

Parish Council Website: <http://brettenham-and-kilverstonepc.norfolkparishes.gov.uk/>