

Pre-Meeting Business: There was no representative of the local press present.

Public Participation: It was confirmed that Eastgate Street one-way possibilities will not be considered until the proposed parking places have been installed and their effectiveness subsequently evaluated. A car had collided near the new build out in Holt Road. It was generally felt that there is adequate room for vehicles (including large HGVs) to comfortably proceed and this incident may well have resulted from individual driver error.

Elmham News is to make a payment of £50 for bulbs. It was agreed by all that the Parish Council would match this sum. The lack of tidiness in the village was mentioned again. Quotations are awaited for spraying. This would be carried out next year before the County Council does its annual spraying in the summer. It was asked whether it would be possible to pay someone, on a regular basis, to clear up litter. The general view was against this suggestion as it is not appropriate to pay someone to clear up mess created by others. It was felt that individual responsibility and pride in the village should be encouraged. The Chairman will approach the school to discuss the possibility of having a student competition to design a litter poster.

## **North Elmham Parish Council**

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**Minutes of the  
MEETING OF THE PARISH COUNCIL  
held at 7.30 p.m. at the Sports Pavilion on  
Wednesday 4<sup>th</sup> September, 2019**

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**125 Those Councillors Present Were:**

Mrs. J. Borgnis (Chairman), Mr. M. Phillips, Mr. J. Brown, Mr. T. Fitzalan Howard, Mr. P. Grainger, Mr. J. Labouchere, Mr. M. Rayner, Mr. C. Robinson and Mr. C. Smith.

**Also in Attendance:** Mr. K. Webb (Clerk) and five parishioners.

**126 To Consider Apologies for Absence:**

Dr. P. Wade-Martins and Mr. G. Bambridge (District Council).

Mr. M. Gower has resigned from the Parish Council and his efforts and hard work as a member were acknowledged.

**127 To Receive Declarations of Interest:**

The Chairman reminded the meeting that, should the occasion arise, interests should be declared by Councillors as soon as this was realised, and the interest should be minuted.

**128 Minutes of Meeting held on Wednesday, 7<sup>th</sup> August, 2019:**

Resolved to approve the minutes as a true and accurate record. Agreed by all, (Proposed by Mr. Labouchere and seconded by Mr. Rayner), with the following amendment:- Item 095 – Mr. Labouchere had not, in fact, arranged for the Play Area board to be bleached. He had actually bleached it himself.

**UPDATED INFORMATION AND MATTERS ARISING**

**129 Land Management Matters (item 095)**

- (a) Village Green The price of a new oak tree is awaited.
- (b) Cathedral Ruins Nothing to report.
- (c) Cathedral Meadows Nothing to report.
- (d) Broom Green Mr. Labouchere said that it appears that the weeds are coming through again. He will liaise with Mr. Cook regarding possible action.
- (e) Millennium Wood Nothing to report.
- (f) Bridleway on disused railway line Nothing to report.
- (g) Prince William Wood Nothing to report.

**130 Street Lights (item 096)**

The existing contract for street lights maintenance has been renewed for a further three years (until 31<sup>st</sup> October, 2022) at a discounted cost of £548.62 + VAT per annum. The light near the Memorial Hall has been repaired.

**131 Highway Matters (item 097)**

Dr Wade-Martins had arranged for the following reports to be circulated for discussion:-  
Firstly:

- (a) We continue to wait for Breckland to install the new street signs for Station Road and Billingford Road.
- (b) I am ready and willing to report Highway defects under the County Council's new reporting system when they come to light, but I have not been made aware of any new problems.

- (c) Following Norman Lowe's letter to EN saying the village looks scruffy, Breckland has supplied me with a copy of the relevant parts of their "Street Cleansing Services Specification" which Serco follow for street cleaning in both towns and villages. Members have had a copy, and it makes interesting reading:

Para SC04 says *The Service Provider shall ensure that all streets and relevant land, including street furniture, are thoroughly cleansed 365 days per year (excluding Christmas Day) in line with the relevant zone and cleanliness standard ensuring that they are free of graffiti, chewing gum, fly posting, illegal signs and fly tipping at all times.*

Para SC05 says *The Service Provider shall ensure that inspections are carried out on all streets and relevant land to ensure that the standards of cleanliness are adhered to 365 days per year (excluding Christmas Day)*

Para SC28 says *The Service Provider shall ensure that footway and footpath cleansing is applied to the whole of the area at all times.*

Para 29 says *The Service Provider shall ensure that all litter is removed from footways and footpaths including bins, verges, margins, hedgerow bottoms, shrubbery areas, fence lines, bus shelters, telephone booths at all times.*

On the question of pavement sweeping, the Street Cleaning Supervisor has written to say that they can only sweep pavements with the Road Sweeper where:

- 1 *They are wide enough to get the sweeper up on to them.*
- 2 *The pavements have to be in a very good state of repairs otherwise the suction will rip up the pavements.*
- 3 *Normally as in leaf season we have to get another crew into the village to blow off the pavements in front of the sweeper.*
- 4 *Also we have to be very careful with pavements as Norfolk Highways don't like us putting sweepers on them.*

The situation is clearer now, and we have a better understanding of what service Serco is expected to provide. We will be better able to report problems to the Breckland's Street Cleaning Supervisor if they arise.

- (d) We are waiting for Highways to confirm the arrangements for constructing the Eastgate Street parking scheme. This may well involve road closure for a limited period, and we will know more in due course.
- (e) Attached is a separate paper "Road Safety in North Elmham" written by me, in close consultation with Paul Grainger, with a proposal to make a bid for the next round the Parish Partnership Scheme. The purpose of this proposal is to slow down traffic on Station Road where we now have more complaints than anywhere else. It will take time to design and cost, so **it would help if a decision could be made on this please.**
- (f) The chairman may be able to report on a response from Bill Borrett to the lack of progress in our correspondence from the Chief Constable and Leader of NCC on the use of SAM2 data and safety measures at the Kings Head crossroads.

- (g) The Clerk should be receiving quotes from two contractors for spraying roadside verges and footpaths in April. It would help if a price could be accepted and included in next year's budget, please.
- (h) I have raised with our Highways engineer the problem a resident on Holt Road is experiencing over access because she lives so close to the new buildout. He has promised to investigate.

Secondly:

### **Road Safety in North Elmham**

As a Parish Council we have a responsibility to do all we can to make our roads safe. At the August Parish Council meeting I asked for suggestions on what more we can do to reduce traffic speeds.

Here are mine, written in consultation with Paul Grainger.

There are four areas in the village which cause safety concerns.

**Church Hill (on Holt Road)** It is obvious that vehicles speed up as they travel downhill towards the school, and this creates a hazard at the school. We have plans in place to install another buildout here which would slow vehicles as they approach the school, but we have already taken a decision to do nothing until we can review the situation after the new Brookside Farm car park is open. Furthermore, a buildout in this position would not be welcomed by parents who currently use the roadside here to park while collecting children after school.

#### **Recommendation:**

**No action at the moment.**

**Kings Head crossroads** There have been several potentially serious accidents here where vehicles travelling from east and from west on the B1145 are taken by surprise at the crossroads and can't stop in time. Roadside furniture has been demolished, although there have been no serious injuries so far.

#### **Recommendations:**

**We should continue to press County Highways to come up with measures to reduce traffic speeds at the approaches to the crossroads; this could involve installing elevated transverse lines on the B1145 and moving the 30mph signs further away from the crossroads on the B1145 in both directions.**

**Eastgate Street** I regularly receive complaints about traffic speeds in this street. The danger is made worse by the absence of pavements in many areas and parked cars make it necessary in places to step out into the street. Yet much of the street is designated a "Safe Route to School". Parked cars do certainly slow the traffic, but not enough. The junction of the street with Holt Road is blind and particularly dangerous.

#### **Recommendation:**

**We press County Highways quite hard to designate the street as a 20mph zone (although new designations are currently against NCC policy). We also extend the 20mph designation at the Post Office corner southwards to include the Holt Road/ Eastgate Street intersection.**

**Station Road** We receive more complaints about traffic speeds here than anywhere else in the village. The SAM2 speed signs are not proving to be as effective as we would wish. An analysis of the statistics from these signs is attached. West-bound traffic, with a long lead-in down the straight road from Billingford, may seem worse, and see attached figures.

**Recommendation:**

We ask County highways to come up with a solution to the problem, and if they have no better suggestion we press for a buildout at the east end of the street just to the east of the electricity substation. We make this our next bid for funding under the Parish Partnership Scheme. This needs to be designed and costed for a bid submission by 6<sup>th</sup> December, so we will need to meet the Highways engineer soon to agree details to keep to this timetable.

**Key recommendation: If Highways have no alternative suggestion, we opt for a buildout at the east end of Station Road while pressing for the other measures as listed above. This will take time to design and cost, and it would be wise to consult residents of Station Road.**

Mr. Grainger produced traffic analysis reports covering the months of June, July and August. In total, more than 235,000 traffic movements had been recorded on Station Road. The westbound traffic (from Billingford) contravenes the speed limits twice as often as the traffic moving in the opposite direction (i.e. eastwards) with 65,000 and 36,000 excesses respectively. One vehicle was recorded in the 30 mph limit travelling at 90 mph!! The peak problem times are 8.00 – 9.00 a.m. and 5.00 – 6.00 p.m. It is both deeply frustrating and disappointing that the police refuse to make use of this vital information. We will continue to write to Messrs, Bailey, (Police Chief Constable), Proctor (Norfolk C.C. leader) and Borrett (our Norfolk Councillor) requesting appropriate action be taken. Mr. Grainger is to produce an up to date summary which will be forwarded to them. Dr. Wade-Martins is to contact Jon Cotton (Highways Engineer) with a view to him visiting to discuss options for Station Road. Thanks were expressed to Mr. Fletcher for his work with the equipment.

**132 Eastgate Centre (item 098)**

Nothing to report.

**133 Pavilion and Playing Field – Play Area (item 099)**

Anglian Water have identified an infringement during an inspection which is considered to be a fluid category 5 risk. Approved double check valves are to be placed on the supply pipework to each point of use outlet. This work has to be completed by 16<sup>th</sup> October, 2019. The Chairman is to obtain two quotes. Checks have been carried out on the fire blankets and extinguisher.

**134 Allotments (item 100)**

Nothing to report

**135 Volunteers (item 101)**

Nothing to report

**136 Website (item 102)**

Nothing to report

**137 Traffic and parking issues in Eastgate Street (item 103)**

Nothing to report

- 138 Church Meadow update (item 104)**  
Four quotations to deal with the five ash trees on Church Lane requiring attention had been received. It was agreed by all to proceed with the most cost effective one from Nick Saunders for £1,250 + VAT to include the removal of all wood. Proposed by Mr. Fitzalan Howard and seconded by Mr. Labouchere.
- 139 V.E.T.S. (item 105)**  
Nothing to report
- 140 Draft agreement re the sale of land at Brookside Farm (item 106)**  
See item 154
- 141 Plans for all weather footpath from Oak Avenue to Spencer Close (item 107)**  
Mr. Smith reported that he has arranged for two companies to visit with a view to providing quotations.
- 142 Pump at the north end of the village (item 108)**  
Mr. Phillips is dealing with this matter.
- 143 Plaque for the King's Head pump (item 109)**  
Nothing to report
- 144 Rental assessment (item 110)**  
Nothing to report
- 145 Memorial Hall (item 111)**  
No annual accounts have yet been produced.
- 146 Welcome – VE Day 75 (item 112)**  
Nothing to report
- 147 New Information Panel (item 113)**  
Nothing to report
- 148 The Memorial Hall Working Group (item 114)**  
Nothing to report
- 149 Junior football coaching (item 116)**  
This matter is proceeding.
- 150 North Elmham Community Plan**  
The Chairman had revisited the Plan and reported that the vast majority of the action points have been completed with some still being dealt with. Mr. Grainger suggested that a refreshment exercise could be carried out in April, 2021, (the ten years' anniversary of the Plan), with ongoing monitoring of any relevant items to be continued in the meantime. All agreed to this course of action.

**151 Footpath on railway line**

The information currently available is incomplete. The Mid-Norfolk Railway is to have a meeting with Breckland Council on 6<sup>th</sup> September. A report will be made at the next Parish Council meeting.

**152 Parish Partnership options for 2020.**

It was generally agreed that the priority for safety improvements is Station Road. Gateways are one of the things to be considered. Applications to the scheme have to be made by 5<sup>th</sup> December.

**153 Heritage Railway**

Mr. Rayner and Dr. Wade-Martins had attended a meeting of Melton Constable Trust Group which is attempting to create a Norfolk Orbital Railway. This would involve a route of Norwich – Wymondham – Dereham – Fakenham – Holt – Sheringham – Norwich. It would be the intention to run this railway on a commercial basis.

**154 Brookside Development**

The Planning Group had met to consider this matter and produced a draft submission, consisting of nine points, for Breckland Council. It was felt that the foot bridge to the school should be ready made. Mr. Rayner said that the developers should make the viability assessment public. The plans allowed for only two affordable homes and it was proposed that these should be at the entrance. It was considered that these should, in fact, be integrated. Mr. Labouchere will amend the comments to include the request for a published viability assessment and the removal of the word tarmacadam from point number 3. The views will then be forwarded to Breckland Council.

**155 Accounts for Payment and Schedule of Income**

**a) Resolved to approve the following Accounts for payment:-**

|         |  |         |
|---------|--|---------|
| 11/8/19 | E-on (street lights – July)                            | £202.14 |
| 4/9/19  | D. Tyson (pavilion cleaning for August)                | £98.52  |
| 4/9/19  | Thinking Rural (payroll services for July)             | £12.00  |
| 4/9/19  | K. Webb (Clerk's pay for August)                       | £693.44 |
| 4/9/19  | HMRC (tax on Clerk's pay)                              | £77.40  |
| 4/9/19  | HMRC (National Insurance on Clerk's pay)               | £15.22  |
| 4/9/19  | J. R. G. Fletcher (key keeping – July and August)      | £62.50  |
| 4/9/19  | CGM (grounds maintenance – June)                       | £781.12 |
| 4/9/19  | CGM (grounds maintenance – August)                     | £781.12 |
| 4/9/19  | K. Webb (annual fee for Cloud Backup to protect files) | £40.00  |
| 4/9/19  | J. Duffield (work in Cathedral Ruins)                  | £142.50 |

**b) Schedule of Income:**

|        |                  |        |
|--------|------------------|--------|
| 9/8/19 | Pavilion takings | £50.00 |
|--------|------------------|--------|

(Expenditure approved by all members)

Balances (as at 29/8/19):- Current a/c - £67,530.01, Business Premium a/c £28,684.41

Mr. Grainger felt that some of the monies on the current account (“say” £40K) should be invested elsewhere to obtain a better return. Mr. Phillips is to look at the Charitable Organisation Investment Fund (coif) but will do so in conjunction with cash flow projections to ensure that sufficient funds are maintained to meet current and future spending obligations.

**156 To consider Planning Applications and Determinations:-**

**a) Applications**

- (i) Orchard Developments Ltd – residential development for 25 dwellings at Brookside Farm, 74 Holt Road – (3PL/2019/0874/F) – see item 154.
- (ii) Mr. R. Ravencroft – conversion of redundant farm shop and alterations to existing dwelling to create a disabled unit at Oakleigh Garden Shop, 25 Station Road – 3PL/2019/1017/F (no objections)
- (iii) Mr. M. Clare – replacement of leylandi hedge with wall at Worthing Mill, Worthing Road – (3PL/2019/0755/LB and 3PL/2019/0754/HOU).  
(Mr. Labouchere felt that the proposed wall (2 metres) was too high and proposed it should be built at the same height as the hedge, i.e. 1.2 metres. This view was seconded by Mr. Phillips and supported by Mr. Grainger. Messrs Brown, Smith and Robinson voted against. Messrs Fitzalan Howard and Rayner abstained but expressed a desire to make a site visit. It was agreed to postpone a decision until such time as the visit was made but comments would need to be made by 25<sup>th</sup> September).

**b) Determinations**

- (i) Garrod Developments Ltd – reserved matters for erection of four dwellings at 36 Station Road following outline planning permission – (3PL/2018/0030/O) - approved

**157 CORRESPONDENCE –4/9/19**

- 1) Police Crime Update report for July 2019
- 2) CPRE Field Work magazine – Summer 2019
- 3) CPRE Countryside Voice magazine – Summer 2019
- 4) Letter from parishioner regarding fox poo (the parishioner had previously received, via e-mail, copies of individual views but a summary of these will be forwarded)

**158 Announcements**

- (i) Jazz on the Lawn to celebrate the 50<sup>th</sup> Anniversary of the Gurkha Welfare Trust on Friday, 6<sup>th</sup> September.
- (iv) A Christmas tree is to be obtained from Nick Saunders.
- (v) Macmillan’s coffee morning on 27<sup>th</sup> September.

**159 Agenda items for next meeting:**

- a) V. E. Day 75

**160 Next Meeting:**

Wednesday, 2<sup>nd</sup> October 2019 at 7.30 p.m.

There being no further business, the meeting closed at 9.40 p.m.

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Chairman

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Date



