BURNHAM MARKET PARISH COUNCIL

Minutes of a meeting of Burnham Market Parish Council held in the Village Hall, Burnham Market on Monday 16th March, 2015 at 7.00pm.

Present: Councillors, G Hanley (Chairman), J Murphy (Vice-Chair), P Groom, C Howell, T Manning, R Monbiot, W Owen, J Scoles, C Stimpson, the Clerk, Sarah Harvey and six parishioners.

1. The Chairman welcomed all those present to the meeting including Councillor J Scoles.

2. Parishioner’s Participation
   Andrew Livsey and Catherine David presented a report detailing an overview of the changes and discussions with the Planners, Conservation and Highways in relation to the proposed dwellings at the Locksley Cottage site North Street. It was noted that the planning application would be available for comment within the next few days.

3. Apologies for Absence
   It was agreed to accept apologies for absence from Councillor M Billington (unwell).

4. Declarations of Interest on Agenda Items
   Councillor G Hanley declared a non-pecuniary interest in Agenda Item 7a (Foundry Field/Car Park).

5. Minutes
   Following the alteration of spelling to individual’s names in Agenda Item 2 (Parishioners Participation) and Agenda Item 12c (Action Plan), it was resolved that the minutes of the Parish Council Meeting held on Monday 16th February, 2015, copies of which had been circulated to members and were available in the village hall, be approved and signed by the Chairman.

6. Matters Arising from the Minutes for Information Only
   Councillor G Hanley reported that the allotment holder at Creake Road had confirmed the fencing adjacent to his allotment would be closed within the next few days. It was noted that the hedging around the Playing Field had now been planted by Holkham Estate, although not as densely as indicated at the site meeting in November 2014. Councillor G Hanley also advised that the guards had not been placed around two of the three trees in the Market Place, as they had hit chalk and rubble, therefore posts and strapping had been used as an alternative.

Councillor J Murphy took the Chair.

7. Foundry Field/Car Park
   a. Councillor J Murphy reported that Mr J Bird (Fleur Developments) had given assurance that the car park would be completed and open before occupation of any of the dwellings. It was noted that the delay that was experienced was due to archaeology which had now been resolved. There had also been some delay caused by the hold up of building supplies. Councillor J Murphy advised that Mr J Bird was to issue an email containing an update prior to the Parish Council meeting, but this had not been received. Councillor J Murphy reported that the meeting that had been arranged for Friday 20th February between Fleur Developments and Martin Chisholm (Business Development Manager) to finalise some of the financial issues and responsibilities had been deferred until 6th March.

   Following a lengthy discussion, it was considered and agreed that a letter should be sent to Fleur Developments requesting a copy of the Car Park and Public Toilets Work Specification, an update following the discussions with Martin Chisholm (Business Development Manager) on the 6th March, along with an indication of how things were progressing with the car park and an estimated
completion date. It was also agreed that a legal representative should be identified to assist with the discussions/negotiations with Fleur Developments.
Councillor G Hanley reported that Sally Bettinson (Highways Engineer) had advised that Highways was liaising with Fleur Developments so that the re-surfacing and lining in the village centre would be complete prior to the opening of the car park.

Councillor G Hanley took the Chair.

8. **Allotments**
   a. **Allotment Sub-Group** – Councillor G Hanley reported that Nathan Reed (Neighbourhood Noise & Nuisance Officer) had received further complaints regarding cockerel noise at the Angles Lane allotments. It was agreed that another survey should be undertaken to ascertain how many cockerels were being kept at the allotments - it had previously been recorded at six cockerels. Following the survey this information would be reported back to Nathan Reed.
   Councillor C Howell reported that an existing tenant wished to use the rough ground on the allotments at Creake Road for bantams. It was suggested this could be let for £5 a year.
   b. **Other Related Matters** – there were no items raised.

9. **Finance**
   a. Accounts for payment under the Late Payments Interest Act 1998:
      - 000291 - AED Locator (E.U.) Ltd, HeartSafe Package (Delivery Charge) - £31.92
   b. Accounts for payment: It was resolved that the following accounts should be paid:
      - 000292 - Norfolk Playing Field Association, Membership Renewal - £20.00
      - 000293 - Mr G Hanley, 6 x Keys (Playing Field Gate & Notice Board) - £21.00
      - 000294 - Miss S Harvey, Clerk’s Salary, Travel (16/02/ - 15/03/15) - £530.79
   c. Finance received: It was noted that the following amounts had been received:
      - Burnham Market Craft Fair, Donation (Traffic Cones/Barriers) - £400.00
      - Business Reserve Account, Interest - £1.00
   d. The bank reconciliation from 1st December to 31st December, 2014, was considered, approved and signed by the Chairman. It was noted that the Clerk was awaiting a copy of the January Community Organisation account statement from NatWest.
   e. **Parish Council Insurance Policy** – the Clerk confirmed the responsibilities when an event was organised by an independent group or individual within the village and the cover provided by the Parish Councils insurance policy.

10. **Planning Matters**
   a. It was resolved that the following planning applications be recommended for:
      - **APPROVAL**
         - 14/01804/O
         Outline application: Proposed residential development for pair of semi-detached dwellings at 17 Crofts Close.
      - **APPROVAL**
         - 15/00250/CU & 15/00251/LB
         Conversion of ground floor from bakery to two retail units and change of use of first floor flat to retail at Grooms Bakery, 73 Market Place.
      - **APPROVAL**
         - 15/00260/F & 15/00261/LB
         Removal of rear lower roof and alter and extend structure at rear modifying internal doorway openings. Change of use of whole building from A2 to A3 restaurant use at National Westminster Bank Plc, North Street.
   b. It was noted that the following applications had been APPROVED/REFUSED by the Borough Council;
APPROVAL  
- 14/01801/LB  
Listed Building Application: Extension and alterations at Stable Cottage, 52 Market Place.

APPROVAL  
- 14/01494/F  
Proposed demolition of single storey side extension and construction of two storey replacement dwelling. Extension to form rear family/garden room and formation of studio/home office at Trinity House, Front Street.

REFUSAL  
- 14/01331/F  
Demolition of single storey outbuilding to be replaced with a small two storey annexe to main dwelling house. West wall to be retained at Bear and Beehive Cottage, 47 Front Street.

APPROVAL  
- 15/00039/LB  
Listed Building Consent: Single storey extension to existing retail unit at Anna, 15 Market Place.

APPROVAL  
- 15/00055/F  
Proposed demolition of Cherry Tree House and the construction of replacement dwelling at Cherry Tree House, Station Road.

c. Village renumbering Schemes – the Clerk reported that Mr C Copeland (Street Naming and Numbering) had advised that Ordnance Survey had now removed house names from their annotated maps making it vitally important for properties to display house numbers so that emergency services could identify a property on the ground when responding to an emergency call. The Clerk reported that Mr C Copeland (Street Naming and Numbering) in relation to the proposed renumbering along North Street, had advised that it was likely that the retail units associated with the Foundry Field development would need a delivery address as the access points for deliveries would be via North Street. The retail units in addition to the other properties situated to the rear of the telephone exchange may warrant an additional street name in this area. Mr C Copeland was to liaise with his Line Manager, Mr L Osler, regarding this.

d. Notification of New Property Address: The Court House, Joan Shorts Lane.

e. Other Planning Matters (for information only) – 
- Sunnymead Site, Whiteway Road – it was noted that Mr A Poucher (Community Safety and Neighbourhood Nuisance Officer) was still unhappy about the condition of the land, in particular, the purpose for which the container shed was being used. It was noted that there was enough evidence to suggest that it was not just being used for storage and there was no licence in place to allow for the storage of the large amount of waste that was present. Therefore, Mr A Poucher had asked that all of the contents be removed and the shed secured. Further checks would be carried out in early April. Councillor C Howell reported that the shed had now been secured and that a reputable waste company had been appointed to remove the waste.
   It was noted that the black bags containing a significant amount of food had been removed within one day.
- 14/01686/F - Proposed demolition of existing garage and outbuilding and the construction of new residential dwelling at Land adjacent to Goosebec, Market Place – the Clerk advised that the planning application had been refused as it was considered that the development would encroach into the courtyard to the detriment of its character. It was considered that the development was an overdevelopment of the site leading to an unacceptably cramped form of development that would provide an inadequate and awkward shaped amenity space for future occupiers. It was considered that the development would be overbearing to the occupiers of 6 Market Place causing overshadowing.
11. Action Plan

a. **Defibrillator** – following a further assessment by Joanna Francis (Bright Spark Electrical) at Sands Pharmacy it was noted that an electrical connection would not be able to be taken from the proposed old fused connection unit above the shop doorway, which had been the initial suggestion from where the electricity supply for the defibrillator could be taken. It was noted that in order for a suitable electrical connection to be made available, there would need to be a great deal of upheaval to the Pharmacy, therefore it has been suggested an alternative site be found for the defibrillator. It was considered that BT should be approached in order to ascertain to what extent the telephone box in the Market Place was being used and whether the Parish Council could adopt the kiosk to house the defibrillator.

b. **Anglian Water, Sewage System** – it was noted that Anglian Water had been consulted and commented on the planning application for Foundry Field. Anglian Water had assessed the foul drainage and as a result had been satisfied that the proposed development could be connected to the existing foul system without detriment to existing customers; there was sufficient capacity without the need for upgrades. Mr M Oakley (Customer Service Director) had commented that any flooding experienced by residents was not necessarily due to insufficient capacity, but if further details were provided Anglian Water would be happy to look into individual cases. A meeting to discuss the capacity of the system was considered as not being beneficial at this time by Anglian Water. It was agreed that specific examples would be obtained and reported to Anglian Water for their further investigation.

c. **Play Area Equipment/Funding** – it was noted that a range of equipment supplied by various providers had been provisionally reviewed, as well as possible sources of funding. It was considered and agreed that a sub-group should be formed following the election of a new Council in May in order to review the current Play Area equipment, to put forward recommendations as to what equipment should be replaced and the types of equipment that should be considered as part of the project.

d. **Playing Field Damage** – Councillor G Hanley reported that Heronwood Landscapes had flattened and rolled the grass due to damage caused by vehicles driving around the playing field. Any areas devoid of grass were to be left in the hope they would grass over, otherwise they would be re-seeded. It was agreed that the playing field gate would stay locked in order to prevent further damage. Keys to the gate had been given to the Tennis Club, Bowls Club and Heronwood Landscapes. It was agreed that access to the playing field would be looked at in greater detail with the Play Area project.

e. **Dog Fouling** – the Clerk reported that three complaints had recently been received regarding dog fouling in the Market Place and Beacon Hill Road. It was considered and agreed that two further dog waste bins should be purchased. Notices should also be placed on litter bins asking dog owners not to use for the disposal of dog waste. Additional notices would be placed around the village advising dog owners of the penalties that could be incurred as a result of not disposing of dog waste in the appropriate way. It was agreed that this issue should also be addressed in the Burnham Newsletter article.

f. **Other related issues** –
   
   - **War Memorial** - it was noted that the top part of the War Memorial still required further hand cleaning and Mr K Eglen (Architectural Stone Conservation) should be contacted again regarding this.
   
   - **Parish Council/Community Noticeboard** – Councillor G Hanley would liaise with Mr B Hopkins (The Hoste) regarding the brass plaque for the notice board. It was noted that a revised specification (prepared by Councillor T Manning) was to be sent to all those providing quotations for the installation of granite setts around the notice board. All quotations would be considered at the April Parish Council meeting.

12. Correspondence
   
The following correspondence had been received and the contents noted.
a. **Antiques and Vintage Fair** – a request had been received from Freya Antiques and Books regarding holding an Antiques and Vintage Fair on the Fairstead Green on Saturday 25\(^{th}\) July. It was considered and agreed that before a decision was taken, further details would need to be sought regarding the event, including toilet and parking provision, insurance cover, and number of stalls. On receipt of the relevant information this would be considered at the next Parish Council meeting.

b. **Hot Food Vehicle** – a request was received regarding the siting of a hot food vehicle adjacent to the Fairstead Green every Monday for the course of Auction on the Green. It was considered that the vehicle should be sited on the slip road to The Hoste as opposed to the narrow road leading to Westgate Hall, as this had caused obstruction issues. It was agreed that the owner of the hot food vehicle should ensure that any generator is silent to avoid any noise nuisance issues.

c. **Norfolk Citizens Advice Bureau** - a request was received from Norfolk Citizens Advice Bureau for donations to assist in supporting local people struggling with debt and benefits. It was agreed that a donation of £100 should be made available.

d. **West Norfolk Sports Council** – it was noted that the West Norfolk Village Games would take place on Sunday 28\(^{th}\) June at Lynnsport. All entries should be returned to Lynnsport by 29\(^{th}\) May.

e. **Norfolk County Council** – it was noted that a review of Norfolk County Council’s committee system of governance was underway. Any feedback or suggestions as to how decision making could be improved should be directed to the Senior Planning and Partnerships Officer.

f. **MAGPAS, Donation Request** – details were received of the Emergency Medical Charity, who provide medical volunteers to enhance frontline medical care and support the ambulance service by land or helicopter. It was noted that MAGPAS receive no Government or Lottery Funding and rely wholly on donations and grants. It was agreed that a donation of £100 should be made.

g. Correspondence received after 10\(^{th}\) March, 2015:
   - **Email, Charity Concert Poster Display** - a request had been received from the organiser of a charity concert in aid of Macmillan at Sussex Barn on the 8\(^{th}\) May, to display a poster on the Fairstead Green seven days prior to the concert. It was considered and agreed that the display of the poster for the charity concert should be authorised.

13. **Highway Matters**
   a. Councillor C Stimpson raised concerns regarding the width and state of the footway from the Beacon Hill Road junction to the junction with Back Lane. Councillor C Stimpson commented that the footway was the main route into the village from the southern side for elderly people, parents and children and was used four times a day by some people.

   Councillor C Stimpson raised concerns regarding the brambles hanging into the footway from the hedgeway adjacent to the Creake Road allotments. **Creake Road** - the Clerk reported that the concerns regarding the new road layout had been reported to Highways and a request had been made for a site meeting to further discuss these issues. It was noted that the Highways Technician had advised that lining works were still outstanding in this area and that a Safety Audit would be undertaken once complete. The Safety Audit was designed to highlight possible issues that had arisen as a result of the works. As the Safety Audit was intended to be an independent process no site meeting could be permitted but the Highways Technician had stated that any notes or comments would be passed on for the Project Engineers consideration at the time the Safety Audit was carried out.

   **Ulph Place** – following the drainage jetting contractor carrying out work to the drains at Ulph Place it was noted that the Highways Technician would establish their findings from their visit, following which a further site visit would be undertaken to see what options were available to help alleviate the standing water issues in due course.

   b. **Highway and Community Rangers** – it was noted that the next visit to the village would be towards the end of April, 2015.

c. **Temporary Road Closure** – it was noted that Bellamy’s Lane from its junction with the B1155 to its junction with Mill Green would be temporarily closed from 25\(^{th}\) March to 27\(^{th}\) March because of water main connection work.
15. **Footway Lighting**
a. The Clerk reported that the streetlight and illuminated Give Way sign had now been installed at Ulph Place. It was noted that the asset currently remains unlit until UK Power Networks have made a site visit to connect/transfer the supply. The programmed date confirmed by UKPN was the 24th March.

16. It was noted that the Annual Parish Meeting would be held on Monday 27th April, 2015 at 7.00pm.

17. **Parishioner’s Participation**
Mr B Lynn reported that a microwave along with an old dustbin had been left alongside the rubbish bins at Angles Lane. The Clerk would liaise with ‘Streetscene Services’ regarding this.
Catherine David stated again that the planning application for Locksley Cottage was due shortly and that there would be a three week consultation period.
Catherine David commented that dog fouling signage had been effective in the parish where she resided.

18. To note that the next full Parish Council meeting would be held on the 20th April, 2015.

With no other business the Chair closed the meeting at 9.15pm.

...................................................... Chairman

20th April, 2015

**Actions by Clerk/Councillors**
- To further correspond with Fleur Developments – GH & SH
- To identify a legal representative to assist in negotiations with Fleur Developments – GH & SH
- To ascertain no of cockerels at Angles Lane and report to Nathan Reed – Allot Sub-group
- To arrange for the purchase of traffic cones/barriers – GH
- To respond to planning applications – SH
- To continue to liaise with the AMT renumbering North Street – SH
- To liaise with BT regarding adopting telephone kiosk in Market Place – SH
- To carry out the relevant actions re dog fouling
- To send revised quotations re granite setts, notice board
- To contact Ken Eglen (Architectural Stone Conservation) re cleaning of War Memorial - SH
- To reply to any correspondence - SH
- To report/address all Highway issues – SH
- To report all street lighting issues – SH

**Ongoing Actions**
- To organise new signage for Barkers Yard - SH
- To set up Play Area sub-group following May elections – All Councillors
- To liaise with B Hopkins (The Hoste) re plaque for notice board - GH
- To investigate applying for TPO’s at the Surgery, Church Walk – GH & SH
- To forward 1950’s allotment lease to Nicholas Hancox Solicitors – SH & GH