

HOLME-NEXT-THE-SEA PARISH COUNCIL

Minutes of the Meeting of the Parish Council held in the Village Hall, Kirkgate, on Tuesday 3rd September 2024 at 7pm

Present: Lynn Devereux (Chair), Martin Crown, Ermine Amies , Wendy Norman, Robert Burton and Stefan Seare

In Attendance: Dave Watkins (Parish Clerk) and 3 members of the public

1. **Apologies for Absence and approval of reasons:** To receive apologies and reasons for absence
Councillor Hulme (holiday)

2. **Declarations of Interest:** To declare any personal or prejudicial interests
None

3. **Minutes of the Parish Council Meeting held on Tuesday 9 July 2024**
 - 3.1. Approval
These had been pre-circulated
It was **RESOLVED** (unanimously) that the Minutes of the Parish Council Meeting held on **9 July 2024** be confirmed as a true record and be signed by the Chair.

 - 3.2. Matters arising from the Minutes (non-agenda items)
 - (3.2) IDB quote for Village Green – Clerk reported that several emails had been sent but no reply had been received
Clerk to continue to contact IDB
(3.2) TPO status of a tree at the junction of Beach Road / Broadwater Road – Clerk reported that the Borough's Tree Preservation Order map shows that the tree is not protected by a TPO
Clerk to contact Borough Council's Arboricultural Officer for his opinion and advice
(3.2) Letter of thanks to Damien Jefferies – Clerk confirmed this had been sent
(5.2) Saxon Shore Parish Forum (SSPF) – confirmed for 18 September at Old Hunstanton
(7.2.1) - 24/01164/F - Proposed extension to form entrance lobby, sitting room, two bedrooms and a bathroom, together with internal alterations. High Road Farm Bungalow, Thornham Road, PE36 6LR. Noted that this Application had been withdrawn. Councillor Devereux confirmed that she had looked again at the GIFA calculation before the Parish Council submitted its response and found they were the same as those presented at July's meeting. Planning Officer has indicated that they would refuse the Application in its current form because it "lacked subservience to the host property." Mention was also made about the scale of the design, its bulk and the proposed dormers.
 - (8) Norfolk Ornithologists Association – land purchase appeal - £500 donated on 15 July
 - (9.1) Holme Speedwatch Scheme – Councillor Devereux confirmed that she had written to the person wishing to set up a Scheme stating the Parish Council's support and including some relevant data for

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the Main Road SAM2. Response has been received to say that 5 volunteers have been recruited to date and that a meeting with the Parish Council would be requested once the team had been completed.

(10.2) Electric meters in Village Hall - emptied 13 August (£58) and banked 15 August

(11.1) Alcohol licence for Gurneys

Clerk asked to check Planning and Licence Permissions for restaurant

(11.1) Park Piece and Orchard Land – Clerk confirmed that the Parish Council's approval of its grass-cutting contractor's request, had been conveyed.

Clerk asked to arrange for hedges on Park Piece to be cut now that the nesting season for birds has finished

4. Reports: to receive the following

4.1. County Councillor and District Councillor reports

None

4.2. Chair and Clerk's meeting with Village Hall Committee - 13 August

A number of items were discussed. Firstly, the Constitution. Two versions have been identified – neither of which appear to have been approved. Agreed that an update was required which Councillor Devereux has drafted and has been circulated to the VHC. A survey, to collect parishioners' views on the Village Hall and the suggestion of an Open Day were also discussed.

The overhanging branches of the Village Hall tree was raised as an issue. VHC were informed that this is on a list of items to be discussed with the Borough Council's Arboricultural Officer when he visits on 27 August (see below).

4.3. Visit of Borough Arboriculture Officer - 27 August (Councillors Devereux and Crown)

Meeting attended by Councillors Devereux, Crown and the Clerk with the purpose of highlighting issues within the village such as removal and non-replacement of trees and problems associated with Eastgate Barn and Brownsea Applications. Also, an opportunity to show Officer Westfield where trees have been removed contrary to what has been permitted in the planning approval. New Officer's role is different from previous postholder's in that it now just covers planning applications and not all the Borough's trees. It was emphasised how difficult it is to sustain objections particularly on development sites.

Landscaping is typically protected by conditions for five years unless covered by a TPO or in a Conservation Area.

Officer explained that the Borough Council must be informed about works to trees within a Conservation Area with a trunk diameter of 75mm or greater (measured at 1.5m above ground level). Such trees carry the same protection and penalties as a tree covered by a TPO.

Councillor Burton informed the meeting that he is the Tree Warden for Holme and was aware of the regulations regarding trees in the Conservation Area.

When a tree is removed in a Conservation Area because it is dead or dangerous, the Borough Council may ask that it be replaced with a tree that is a suitable size and species, in the same place or close to where the tree was removed. The replacement tree should be planted as soon as

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possible in the first planting season after the tree was removed. The new tree will have the same legal protection as the one it replaces.

Officer also confirmed that it is unlawful to remove or destroy certain country hedgerows without permission from the Borough Council. Permission is required before removing hedges that are:

- 20 metres or more in length (less if connected to other hedges)
- over 30 years old
- of historic value or important to wildlife

Noted that residential/domestic hedges are not covered by these regulations

Officer looked at the Village Hall horse chestnut tree and the matter of the low-hanging boughs brought to his attention. His response was that it is already protected as it is in a Conservation Area and therefore, does not need a TPO and he would have no objection to the Parish Council hiring a contractor to lop low-hanging boughs. He confirmed that the tree had leaf miner and to limit the spread it was important that the ground around the tree should be kept clear of fallen branches and leaves.

Agreed: Clerk to find contractor to carry out the work

Officer had previously visited Brownsea and confirmed that matters were being handled by Enforcement.

A visit was made to Westfields on Peddars Way and the Officer confirmed that, in his opinion, there has been a breach of planning conditions with the removal of one mature tree and no evidence of implementation of the measures required to protect another. He is going to look again at the Landscaping Plan and take what action is required.

On Park Piece the Officer commented that any trees planted should have space cleared around them and be given lots of water after the initial planting. Water bags were recommended. The Officer also suggested that a hedge along the northern boundary would be worth consideration.

5. Public participation: Resolution – to adjourn the meeting up to 15 minutes for Public Participation

Member of the public highlighted that heavy machinery was being employed work undertaken to install water supply to a field in Beach Road. Clerk confirmed that the matter had already been reported to the Borough Council's Enforcement team to investigate.

A question was asked about what had become of the plan to have a temporary sunflower farm in Beach Road. Councillor Devereux and the Clerk responded to say that following removal of part of a hedge, Enforcement had issued a notice to replace and there were no signs of the proposed crop /operation of the business on the site .

6. Planning matters

6.1. Applications received subsequent to this agenda

None

6.2. Applications for comment

6.2.1. – **24/01470/F** - Proposed first floor rear balcony. 14 Westgate, PE36 6LF – Expiry date - 12 September 2024

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Noted that this is a Householder Application for a balcony on the first floor at the rear of the property. Glazing is proposed for screening and will be a mixture of clear and obscured glass. Parish Council was unclear about the height of the screen – 1.8m or 1.1m or a mixture?

The property is visible from the PRow over Redwell Marsh. The Parish Council considered the impact on neighbours' amenity but there were no serious concerns identified and there have been no neighbour comments to date.

Agreed: No objection but Parish Council to query height of balcony, screening and use of materials

6.3. Other Applications for information

None

6.4. Comments made on Applications

None

6.5. Decisions Reported

6.5.1. - **20/02070/NMA_2** - The Tower, Broadwater Road, PE36 6LQ. NON-MATERIAL AMENDMENT TO PLANNING PERMISSION 20/02070/F. Construction of a two-storey dwelling following demolition of existing dwelling. Application Permitted 9 July 2024. *Delegated Decision*

6.5.2. - **24/00984/F** - Church Cottages, 8 Kirkgate, PE36 6LH. Replacement of existing garage and store with new garage and home office garden room. Application Permitted 16 July 2024. *Delegated Decision*

6.5.3. – **24/00264/F** - Thornham Wild Luxury - The Wild Glamping Company, Drove Orchards Thornham Road. The addition of five holiday lodges to the existing glamping provision plus associated car parking. Application Permitted 7 August 2024. *Delegated Decision*

6.5.4. - **24/01164/F** - High Road Farm Bungalow, Thornham Road, PE36 6LR - Proposed extension to form entrance lobby, sitting room, two bedrooms and a bathroom, together with internal alterations. Application Withdrawn 20 August 2024

6.6. Appeals and Enforcement

6.6.1. – **APP/V2635/W/24/3340315 / 23/01265/F** - Removal of existing sheds and erection of 1no storage shed built in an agricultural style within paddock area. 8 Kirkgate, PE36 6LH

Notice of an Appeal made against the Borough Council's decision to refuse this Application was made on 12 June 2024

6.6.2. - Emily Cottage, Kirkgate – concerns had been expressed by Highways over building works to the front of this property which had the potential to impact on the public highway. Homeowner has been made aware of not encroaching onto Highway's verge and gates not opening outwards.

6.6.3. - The Builders Yard, Thornham Road – Parish Council have been contacted about a possible breach of planning permission regarding the construction of car parking space on an adjoining field. Clerk reported this to the Enforcement team who are now investigating.

6.6.4. - Church Cottages, 8 Kirkgate – Parish Council had received a report concerning pipes being laid between the house and adjacent garage. Clerk contacted Enforcement who responded to say there is no restriction on connecting water or sewage to the garage / home office as long as it is for the householders own private use. No planning permission is required. However, if the garage /

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home office were to be used commercially, this would be a breach of the Condition imposed when permission was given.

6.6.5. - Squirrels, 24 Eastgate – it had been observed by a resident that a ridge beam for a new extension may have been set higher than permission had been given for. Having reported this, Enforcement were quickly on site and the beam has now been set at the correct level.

6.6.6. – Poplars, Main Road – It has previously been observed that there is misleading advertising on the Norfolk Coast Path Camping and Glamping website. This has been reported to both the Advertising Standards Authority and the County Council's Consumer Protection Department. Both bodies acknowledge this, but decided not to pursue any action as it is not possible to carry out any financial transactions. Clerk reported that emails had been sent to all websites that had referrals to Poplars, making them aware of the current position and the Appeal decision. No responses as yet.

6.6.7. – Field south of 60 and south-east of 71, Beach Road – concern over extensive excavations and what looks like water supply being connected to the mains. Parish Council not sure why it is needed and believes permission from the Borough Council and Anglian Water is required. Clerk reported that matter has been referred to Enforcement for investigation.

6.7. Local Plan Review (Councillor Devereux) Councillor Devereux re-capped on the Parish Council's recent representation at the re-convened Plan Hearing and outcomes in relation to the **proposed** Main and Additional Modifications currently out to consultation .

Parish Council objected to (1) Omission of Development Boundary for Holme and an incorrect description in the Plan and (2) negative impact on clarity and effectiveness of the Plan by including around 50 pages of text and maps for all SVAH's (Smaller Villages and Hamlets). The outcome was that inclusion of all SVAH boundaries on the Local Plan Policies Map and removal of all SVAH descriptions.

Parish Council objected to the policy permitting housing development outside development boundaries in settlements with NDPs and in the AONB / Norfolk Coast National Landscape. Concern that with over 4000 windfall (unplanned) houses proposed, there could be a deluge of inappropriate development on greenfield sites in attractive rural parts of the Borough – especially those adjoining development boundaries of villages like Holme. The initial challenge was based on legal soundness in regard to NDPs and the Localism Act. After extensive debate, the objection appears to have won support of the Inspectors resulting in extensive changes to the Plan – notably the exclusion of all Tier 6 Settlements (SVAHs) from Policy provision which the Parish Council believes solves the problem for Holme.

Parish Council had raised an objection to say the Plan is unsound because it fails to include Holme and Old Hunstanton's frontage in a 'Coastal Change Management Area', despite 40% of the parish and c. 80 houses being threatened by coastal change. The response to this is that a new CCMA has been defined on the policies map which appears to include Holme. However, the area is shown as a band along the coast in the sea – unconnected to the land and possibly with the same provisions applied as those for Hunstanton frontage. The importance of the revised policy is that it will strengthen Holme's ability to control inappropriate development in areas of flood risk and open up the possibility of gaining support for managing its crumbling sea defences. Parish Council raised concerns taken to the approach to development of tourist accommodation sites which it considers

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as too liberal in the AONB/ Norfolk Coast National Landscape and areas of flood risk. Feeling is that the policy lacks clarity over what is and what is not allowed in the AONB / Norfolk Coast National Landscape in relation to Major Development and (especially) minor proposals. The outcome of this has been:

- The policy conditions relating to this type of development in Holme are now covered by two policies
- Changes will prevent new caravan sites in the CCMA (Flood Zone 3 in Holme) and reinforce existing seasonal occupancy restrictions
- The policy definition of Tourist Accommodation has been extended to include temporary accommodation and tightened up generally

Parish Council also commented on the West Winch Housing Access Road (WWHAR) where it has a concern about the ability of the existing road network to support over 4500 new homes at West Winch, West Lynn and Knights Hill plus another c. 4000 windfall homes at unplanned locations in Borough. All modelled scenarios with and without the WWHAR show significant congestion along Queen Elizabeth Way A149.

Comments to be submitted on the proposed additional and main modifications.

7. Village Matters

7.1. Bowls carpet

Councillor Burton asked if the Parish Council would allow the carpet bowls club to dispose of the old worn-out carpet and replace it with a brand new one. The old carpet would need to be disposed of. Also, the club would like to have an electric carpet handling machine. Councillor Devereux responded to say that a costed proposal should initially go to the VHC for their consideration. If they do not have sufficient funds to make the purchase, they can then make a formal request to the Parish Council. It was also pointed out that funding opportunities may exist to assist help with this.

8. Monthly Report from Responsible Financial Officer (RFO)

8.1. Report

After moving from a Variable to a 1-year Fixed Rate the annual comparable costs for the Village Hall's electricity are as follows:

| Month | 2023 | 2024 | % change |
|--------|---------|--------|--------------|
| July | £102.74 | £65.76 | 36% decrease |
| August | £104.61 | £47.54 | 55% decrease |

Street lighting maintenance annual fee fixed for next 3 years at £243.94 (inc. VAT).

Confirmation from external auditor (PKF Littlejohn) that Parish Council's 2023 / 2024 Annual Governance & Accountability Return has been audited and a Certificate of Completion has been issued. The external auditor made one comment – "Section 1, Assertion 4 has been left blank. The smaller authority has confirmed the response should be "Yes". This is consistent with the Internal Auditor's

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response to Internal Control Objective M.”

Posted on village noticeboards and on village website.

Clerk to ensure that Section 1, Assertion 4 is completed when submitting AGAR for 2024 / 2025.

Parish Council has received and banked £180.96 on the 23 August 2024 which is Norfolk County Council’s 50% contribution towards the installation of cycle racks as part of the Parish Partnership Scheme.

CIL Spending Panel originally arranged for 4 September 2024 has had to be postponed. Rescheduled to take place on 16 September 2024. The Spending Panel are able to sign off projects up to £50k so Parish Council should be informed of the outcome of their bid soon after as it is below this threshold.

Monthly internal financial check for July 2024 carried out by Councillor Crown 9 August 2024.

Outstanding signatures required on BT invoice for Emergency Telephone (£158.02) and for CPRE annual subscription and NOA donation.

8.2. Payments for authorisation

| PAYEE | REASON | AMOUNT | PAYMENT METHOD |
|-----------------------|------------------------------------|---------|----------------------------|
| British Gas plc | Village Hall electricity (July) | £65.76 | Direct Debit-paid 5/8/24 |
| Payroll | Staff salaries (July) | £666.20 | Bank Transfer-paid 6/8/24 |
| HMRC | PAYE on staff salaries (July) | £176.89 | Bank Transfer-paid 6/8/24 |
| BT plc | Telephone and broadband (July) | £81.68 | Direct Debit-paid 16/8/24 |
| ACRE | Document supply | £72.00 | Bank Transfer-paid 8/8/24 |
| Lawnright | Grass-cutting | £330.00 | Bank Transfer-paid 12/8/24 |
| K&M Lighting Services | Annual street lighting maintenance | £243.94 | Bank Transfer-paid 14/8/24 |
| British Gas plc | Village Hall electricity (August) | £47.54 | Direct Debit |
| PKF Littlejohn | AGAR fees | £252.00 | Bank Transfer |
| Payroll | Staff salaries (August) | £637.00 | Bank Transfer |
| HMRC | PAYE on staff salaries (August) | £164.70 | Bank Transfer |
| BT plc | Telephone and broadband (August) | £78.56 | Direct Debit |

Agreed unanimously

9. Correspondence

9.1. Any correspondence not otherwise on the Agenda

- Flood letter – correspondence received from a parishioner following a reminder from NCC about what precautions householders could take to reduce the effects of flooding. Parishioner wanted to know what the Parish Council was doing to assist this and holding NCC to account on previous undertakings. Councillor Devereux had responded by detailing the Rangers visits, work done on Beach Road, impending work on Chalkpit Road, interventions made by parish councillors and the specific Issue of Peddars Way which was put to the Highways Engineer during his visit on 4 July when a request made for jetting of drains was agreed to be scheduled. The parishioner had been to speak during Public Participation at this meeting.

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- Gambling Act 2005 – Statement of Principles Review. Consultation being undertaken by the Borough Council with a deadline for responses being 16 September. Clerk confirmed this had been sent to the VHC for their attention.

10. Date of next meeting of the Parish Council Tuesday 8 October 2024

Signed Chair



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