

MINUTES OF A MEETING OF THE ELECTORATE OF THE PARISH OF HORSTEAD WITH STANNINGHALL

HELD VIA ZOOM ON WEDNESDAY 28 APRIL 2021

Present: Mr A Kirby, Ms S Corp, Mr D Pye, Mr G Bagge, Ms J Copplestone, Mr F Whymark, Mr C Jones (Chair,) Mr A Browne, Ms P Weightman, Mr T Cain, Mrs C Fleming, Mrs D Williams, Mr D Hales and Ms S Hall (Parish Clerk)

1 **Welcome and Apologies for Absence**

The Chairman welcomed those present to the meeting. Apologies were received and accepted from Cllr Mrs M Gurney

2 **Minutes of the Annual Meeting of 2018.**

The minutes of the 2019 meeting, which were circulated prior to the meeting were approved. Due to Covid-19 restrictions there was no meeting in 2020.

3 **Annual Report of the Chairman of the Parish Council (Circulated) was as follows:**

Welcome to the 2021 Annual Parish Meeting for Horstead with Stanninghall.

Intro – The past two years have been challenging in the face of the Coronavirus pandemic to say the least and I would like to pay tribute to those Councillors that have had to come to terms with the technology and new ways of working remotely. When you aren't familiar with Zoom or Teams it can be a bit daunting to say the least so well done, give yourselves a pat on the back. Thanks also to Suzanne our hard working Clerk who behind the scenes has been beavering away keeping everything on track and us up to date with all that is going on. We are now making more use of the Community Facebook page to share with residents any information that we receive from various agencies and organisations that may be of specific interest to them.

Also thank you to the two Councillors that have stood down for various reasons. Bob Jennings for all the considerable and valuable input he gave over the years and also Victoria Baker who was briefly a Councillor but stood down due to family commitments but hopes to return in the future.

I would also like to thank both Jo Copplestone our Broadland DC Councillor and Fran Whymark our Norfolk CC for their support and behind the scenes work they have done for us over the last two years and I am sure I speak for all when I say we look forward to continuing a good working relationship with them in the future.

Planning – Since May 2019 we have considered thirty seven planning applications from Broadland District Council and have fed back comments to the Planning Authority on many of them. We always encourage residents to write to Broadland if a planning application will impact on them.

There have been eight planning applications from the Broads Authority, in the most these are for tree works and permission has had to be sought because they fall within the conservation area.

We have supported Coltishall Parish Council in their objection to the development on Rectory Road because of the possible impact it may have on Horstead residents when it comes having access to the surgery and school places. Coltishall Parish Council are also challenging the Greater Norwich Local Plan (GNLP), the Regulation 19 period closed in March this year and we supported Coltishall's comments about it.

Planning and development outside of the District Councils boundary is going to have a significant impact on both of our communities. The large scale developments in North Norfolk's district, specifically North Walsham will undoubtedly lead to even more congestion on our already overstretched roads. We need to keep the pressure on our elected representatives at District and County level to ensure the transport infrastructure is regularly reviewed so that it meets future needs.

Highways. – We have logged over fifty Highways problems with NCC in the last two years. The vast majority of those have been satisfactorily resolved however there are few that although closed down by NCC Highways as completed, have not been. Most notably is the ponding on Buxton Road near to the entrance to the Horstead Centre. Whenever it rains heavily a very large puddle forms at that location. This means that pedestrians stand a high chance of receiving a good soaking from passing traffic. Highways did comment that because of budget constraints the works needed to rectify the issue couldn't be undertaken, however Cllr Fran Whymark will be contributing his Highways budget towards the costs and plans are now in place to resolve the issue. At the moment we have sixteen problems logged with NCC Highways; these include issues with blocked drains and gullies and also Public Rights of Way (PROW).

Car parking has been at the top of the list when it comes to highways issues, specifically along Mill Road and now most recently, Rectory Road. The significant increase in people from near and far using the Bure at the Mill and the Staithe behind the church has caused quite a few problems for road users including the emergency services and residents alike.

Our initial plans to have a Traffic Regulation Order (TRO) along a short section of Mill Road at the pinch point from the entrance to the Mill and as far as Horstead House hit the buffers when we realised it was far too expensive for the Parish Council to proceed with. A solution was sought and thankfully Norfolk Police in the way of our Beat Manager, PC Lucas Ward, came to the rescue. As he had done with the problems experienced in Coltishall, Norfolk Police now put out No Parking cones along that section of Mill Road. They aren't there all the time; the police reactively monitor the situation and deploy them as they seem fit. They can only be down for six days in

any one week so need to be taken away for twenty four hours before being set out again for another six days. To make life a lot easier for the police the cones will be stored under secure access nearby meaning they will always be available.

No Cold Calling Zones, we now have two locations. St Margarets Close and the Frettenham Road. Unfortunately despite a request from several residents the plans for one on Green Lane, Tungate Way and Patricia Avenue couldn't be approved by NCC as too few residents responded to the questionnaires.

SAM 2 – Working within the constraints of the pandemic lock down I have pretty much been able to deploy the SAM 2 kit at regular intervals. The data I collect is shared with all Parish Councillors and is also sent to Norfolk Police via PC Lucas Ward. If anyone wants to see the data I have collected over the years please get in touch.

Below is an example of comparative data.

Comparisons For B1150 - Norwich Road - Vehicles Entering Horstead											
	Most Recent	Nov 2020	July 2020	May 2020	Nov 2019	July 2019	April 2019	Dec 2018	Sep 2018	May 2018	Jan 2018
85th Percentile Speed (mph)	34.3	33.8	34.2	35.5	33.7	33.8	33.9	33.6	33.6	33.9	33.2
85th Percentile Vehicles	51,833	66,144	102,116	27,670	75,832	79,778	77,350	69,513	41,062	71,858	56,305
Average Speed (mph)	29.9	28.9	29.9	31	28.8	29.1	29.2	28.3	28.3	29.5	27.9
Total Vehicles	60,980	77,817	120,136	32,552	89,214	93,856	91,000	81,780	48,308	84,539	66,241
AAAT	4,691	5,597	5,732	5,918	6,384	67,768	6,487	5,871	6,529	5,804	3,902

Horstead Mill – we are all aware how very popular the site is with residents and visitors. I have mentioned the issues about parking elsewhere but following previous complaints of antisocial behaviour Norfolk Police continue to monitor the site. They regularly visit the mill both in uniform and plain clothes, sometimes at least twice a day during busy periods.

Recent accidents in the water have meant that we are actively pursuing the installation of signs to warn people of the dangers they may encounter when swimming. Luckily for us the Environment Agency (EA) fully support this initiative and are working with our Clerk to come up with suitable signage. We had previously put up our own and even though they were screwed to the wall by the sluices they were torn down. The EA ones will be far more resilient.

Structurally the site is in pretty good shape, we carried out considerable works following a structural survey a few years ago, however there still needs work to be carried out under some of the arches when funding is available.

The proposal for a micro hydroelectric scheme to generate green energy is still at an early stage, there are many hurdles to jump and obstacle to overcome before we even have a feasibility study undertaken. The first large hurdle was to make contact with the National Lottery Heritage Fund (NLHF) to tell them of our plans and to ask if we would be required to pay back the grant, in excess of £100,000, if we were to proceed. I am happy to report that after they consulted their legal teams they said no we wouldn't have to as long as we kept them fully informed as to our plans. The next big hurdle is for a legal team to go through all the Deeds associated with the site to ensure there is nothing in them that would prohibit us from proceeding. If we clear that hurdle the next will be to engage with the Environment Agency (EA). The EA have an obvious vested interest at the site because of their flood prevention / control equipment. It will be interesting to see what they make of our idea.

Playing Field – When not closed due to pandemic lockdowns it has remained as always a popular attraction with locals and visitors. I inspect the playground fortnightly in the winter and weekly at other times. The playing field passed its formal annual inspections in 2019 and 2020 with only minor recommendations; items inspected scoring generally either a very low or low risk. We have had several visits from the 'Mole Man', the last one in autumn last year in an attempt to reduce their numbers, fingers crossed it seems to be working. Since we installed the larger bin we have had far fewer occurrences of litter scattered about. Following recommendations in the safety reports from previous years In 2020 we replaced the safety surfacing beneath the Witches Hat /Cone Climber and the Rocking Horse, more recently we replaced the safety surfacing beneath the large swings which had degraded to a considerable extent and was becoming hazardous. There are just three minor jobs I need to do in the next week ahead of this year's safety inspection and we will be in pretty good shape. They are, replace the damaged bolt covers on the Monkey Bars, affix our new contact details overlay onto the existing sign and realign the hinges and latch on the pedestrian gate so that shuts correctly every time. I have sent of the details of a sign we need made up giving the address of the playing field for the Emergency services should anyone need to contact them, to North Walsham Signs and am waiting a quote from them. This will be A4 size printed onto aluminium and can be fixed to one of the posts that hold up the large sign and will have the postal address; the OS map reference, Lat and Long references and the What 3 Words code. Like most of our part of Norfolk after all the rain late last and early this year the ground became increasingly wet and in places was completely water logged, I am happy to report that now the water table is receding back to its normal levels the field is drying out nicely.

Pond – regular maintenance has taken place including coppicing the first Willow in the schedule, also a tree that came down during the gales early this year was sectioned into logs by Target Trees and these were mostly retained onsite to build wildlife habitats, some logs not needed were donated to a resident for firewood. George Parkinson, Clive's son has been assisting his father during this time as part of his voluntary work component needed for his D of E Award. With the large amount of rainfall earlier this year the drain feeding into the pond was in full flow for the first time in ages but this didn't cause any problems as the outflow coped well. The Water Management Alliance (WMA), which comprises of the Inland Drainage Boards (IDB) are working with the resident next to the pond to

resolve the issue of flooding from a drainage system that comes off of Glebe Way and feeds into an ancient underground culvert that runs beneath the properties and eventually comes out adjacent to the bowling green.

This concludes the report by the Chair and although not exhaustive I do hope it gives some insight into what has been going on.

Campbell H Jones, Chairman, Horstead with Stanninghall Parish Council, 28th April 2021.

4 Neighbourhood Plan Group

Group Membership

Ron Simpson (Chair), Philippa Weightman (Parish Councillor), Bob Jennings (Resident), Paul Roy (Resident), Roger Lingwood (Resident)

Background

The Plan has been produced under the Localism Act 2011 and subsequent Neighbourhood Planning Regulations 2012 which gave local communities the ability to create local planning policies. The Plan must sit within the existing policy hierarchy, however, with which it must comply. This means, for example, that it is not possible to decide that further development will not be allowed or will only be allowed under certain conditions which are not already set out elsewhere.

Among the policies to which the Plan must have regard are:

- The National Planning Policy Framework 2016 and 2019 (NPPF)
- Broadland District Council Local Plan and its constituent planning frameworks (at present in the process of revision)
- The Broads Authority (BA) Local Plan 2019 and related documents (in those parts of the parish which come under BA planning jurisdiction).

The Area Covered

Is the whole of the parish of Horstead with Stanninghall, but in practical terms attention has mainly been concentrated on the village centre, i.e., that part which is within the settlement limit.

Time Scale

The project was begun in 2015 and the Plan is intended to cover a period of 30 years, but with revisions at intervals as needed within that time frame, after which a new Plan will most likely be required.

Normally it is intended that the completion of a Plan will take no longer than 2 years, but unfortunately the loss of two volunteers and the arrival of COVID-19 has extended the development period beyond what was desirable. The result of this in turn has had to be a considerable re-writing of the documents as both national and local policies and regulations changed in the meantime. We now have, in addition, a government White Paper, 'Planning for the Future' dated August 2020 which whilst supporting the notion of Neighbourhood Plans has threatened to alter their nature and influence when enacted.

Resources

Financial: The cost of the process has been covered by a grant from Locality. No Parish Council money has been used, but it must be borne in mind that if any of the suggested projects are taken up, the Parish Council will need to obtain funding either from the Precept or grants elsewhere.

Other: We have also tapped into online resources provided by BDC and Locality (www.locality.org.uk), a charity set up to help local communities, as well as using planning consultants and attending meetings with BDC and other parishes undertaking Neighbourhood Plans.

Consultations

Local residents have been involved through completion of a questionnaire, public meetings, the last of which was 2 years ago not long before the first lockdown, meetings with local landowners, businesses and other stakeholders.

Additionally, we have had regular meetings with the planning authorities and our planning consultants, Parker Planning Services. We have also taken the opportunity to talk to other parishes undertaking a Neighbourhood Plan. Residents were invited, as part of the questionnaire to put forward sites they considered suitable for development. In particular we spoke to two landowners who were keen to self-build, but had already been turned down by the planning authority.

Research

Every policy has to be evidence based and it is probably true to say this has formed the bulk of our work.

Responses to the questionnaire showed that residents were generally satisfied with living in the area, the majority valuing access to the countryside and to the Broads. Aspirations were for a place where people felt safe, had a great community spirit and were able to engage fully in decisions which affected them. Considering the lack of attendance in meetings such as this and in Parish Council meetings, there is clearly an issue to be addressed here.

Aspects of growth which people disliked or feared were increased traffic flow, lack of safe parking and overloaded local services.

Having to go to Coltishall for most of these wasn't considered an issue for the majority, but for those living in the outlying hamlets it clearly increased the problem of traffic and put those without a car at a distinct disadvantage.

With regard to housing, most accepted the need for the parish to grow if it was to continue to thrive but wanted the growth to be modest and controlled. The preference was for smaller, quality housing suitable for first time buyers or the elderly. There were issues to be addressed about how many and how frequently such applications could be made. There was also support for more business opportunities. How this will be changed by the effects of the pandemic remains to be seen, but even before 2019 there was a call for better broadband and census evidence was beginning to reveal an increase in numbers working from home.

Other research was based on Census returns, Office for National Statistics (ONS) data, reports to the local authorities on other issues, such as public health, housing waiting lists, etc., traffic surveys, government reports, e.g. those from MHCLG, affordable housing surveys from campaign groups and so on.

Policies:

Writing these was something of a balancing act: avoiding the accusation of limiting the NPPF whilst in some respects seeking to do just that!

Currently these are divided into three sections

- Community Sustainability. (SOC. 1 to 6);
- Economic sustainability (ECON 1 and 2);
- Environmental Sustainability. (ENV 1 to 5).

So far, we have the following (subject to further revision):

SOC 1 deals with affordable housing, for purchase or rent, which would be starter or first homes or discounted market sales housing. This would include building with consideration for future care needs which might be achieved by improvements to existing properties or development on under-utilised land.

SOC 2 Is an attempt to restrict such housing to those with a local connection. This has proved to be one of the most contentious of our policies and would cover new housing for sale or rent. Exactly how such restrictions can be achieved is still under discussion.

SOC 3 is to promote a housing mix, so that, possibly over a defined period of time, we have housing of different kinds: affordable and open market, of varying sizes addressing varying needs, and of varying styles.

SOC4 addresses location. To minimise encroachment on rural green spaces the Plan supports the idea of a settlement limit but proposes that it could be more flexible, allowing development within 10 minutes walking time of a central point, such as the War Memorial Green. This need not necessarily coincide with the existing settlement boundary. Additionally, some housing might be allowed on exception sites, as defined in the NPPF.

SOC 5 Allows for development in rural exception sites. This again is to allow for the development of affordable homes and overlaps with some of the earlier policies. It also allows for affordable self-builds, but it is unclear exactly what these would be.

SOC 6 Reducing impact on neighbouring properties. This would attempt to deal with parking issues by reducing housing density to the lower end of the scale, so that even the smallest of dwellings would have at least two parking spaces.

Another aspect is keeping new builds in character with their immediate neighbours, although it is recognised that the village as a whole does not have a characteristic building style.

ECON 1 Allows development proposals which promote economic growth in the community by: offering employment, services or facilities for local people.

ECON 2 Looks at where they would be situated, i.e. adjacent to existing built up areas of the parish, having safe pedestrian and vehicular access, include sufficient off-road parking, is of a size proportionate to the location and ensure minimal impact on neighbouring properties.

ENV 1 Designated Local Green Spaces. Those already identified are:

- The church and churchyard
- The Pond
- Horstead Mill
- War Memorial Green
- Church Common
- Both sets of allotments
- The playing field

ENV 2 Green Connectivity. Support will be given to proposals which improve existing footpath and cycle path networks.

ENV 3 Design for Climate Change: Seeks to promote the construction of low carbon homes and those which demonstrate sustainable use of resources, including water. Really supporting existing policies from BDC and BA.

ENV 4 Is about local energy production. Proposals for individual and community scale energy from e.g. hydro-electricity, s.v. panels, biomass conversion will be supported provided they have minimal adverse impact.

ENV 5 Sustainable drainage. This looks at proposals which mitigate or do not exacerbate flood risk. It promotes the use of SuDS such as planting trees, laying permeable driveways, rainwater harvesting, etc.

Future Work:

The policies outlined above are still not a final draft. Our first priority must be to tighten up policy wording and seek to plug any gaps. BDC and BA have been very helpful in this respect, but sometimes it feels like closing one gap while another appears.

Next, there are two more statutory requirements, the Strategic Environmental Assessment and Habitat Regulation Assessment with which we have to comply, and which will need outside expert consultation although, again, help will be available from Broadland.

Hopefully we will then be in a position to have another public engagement event before sending the documents to BDC and BA formal approval, after which there will be a referendum allowing parishioners to support the Plan (or otherwise) before it goes to the Planning Inspectorate for final approval. Once we have jumped through all these hoops the Horstead with Stanninghall Neighbourhood Plan will form part of the Local Plan for Broadland and the Broads Authority.

Philippa Weightman, 28 April 2021

5 Horstead Poors Land Trust

Horstead Poors Land Trust was formed in 1896 by local benefactors and people of standing in the community. Its aim was to be able to help the people of Horstead who needed some financial assistance. They set aside some land and decided that the rents from those parcels of land could provide a fund from which to make grants to the poor of Horstead. They laid down that there should be 7 trustees to administer the fund and that they would be answerable to the Parish Council.

The basic principles of the original Trust hold good to this day but have been expanded to include organisations and societies in the village which may benefit from assistance as well as residents who may benefit in some form. The original parcels of land remain as allotments or rented fields and our income has increased as one piece of land was sold in the 1980s and the proceeds invested. It is the investment interest which forms our main income now.

During the current period April 2020 to April 2021 the allotments in Rectory Road have been well supported but the ones in Frettenham Road had all but been abandoned so the Trust took it as our focus for the year to get this land back into use. A contractor was hired to clear the land edging Frettenham Road and to dispose of the accumulate rubbish including old sheds and asbestos. This was an expensive undertaking but having done so new allotments were advertised and very quickly were occupied. A car park was provided for the allotment holders to use. The old pump for providing water was replaced and holding tanks provided so that water is accessible to the holders.

Some of the land behind Norwich Road, which currently is let to the residents of those houses, had also been neglected and that too has been cleared and will be advertised as allotments.

We have continued with our service of grass cutting to some elderly residents of the village who are not able to cut their own grass. We have not been able to continue with the hedge cutting. Apart from the one off expenditure this year our grass cutting service is the most expensive expenditure and we have to manage this carefully and cannot afford to extend it at the moment .

Surprisingly given the year just gone we did not receive many applications from villagers for grants.

We have been very saddened by the death of one our most long-standing Trustees Michael Blackburn who for many years acted was a very valued member of the team. We have also lost Gill Bunn who had to retire on ill health grounds and Ian Bray because of pressure of work. Sally Clarke has joined the team as has Gordon Alexander but a vacancy currently exists for another as I am standing down after many years as well at the end of this month.

Because of the Covid restrictions we have been unable to have our normal meetings and like many other organisations have had to make do with Zoom. The current Trustees are Tony Nicholls , Sarah Pennington, Mark Roper , Christine Roe, Sally Clarke and Gordon Alexander The new email for the Trustees is horsteadpoorstrust@gmail.com

Barbara Gidney, Clerk to the Trustees

6 Community Speedwatch

Firstly a hat tip to the volunteers who have turned out in all weathers, some sessions have been extremely cold and wet but their enthusiasm kept them warm.... Despite the restrictions imposed by the pandemic, we were not able to operate for many months; we have still managed quite a few sessions. Up until the end of the last lockdown we held fifteen sessions across Horstead and Coltishall. Since the start of the easing of restrictions we are back to three sessions a month.

Several volunteers have stepped down but have been replaced so we now have three teams each with four members. The minimum number of volunteers that are required for a roadside session is three, having four per team gives me and the Team Leaders a bit of slack to cover any member that may be unavailable on the day.

I have recently recruited another volunteer; they have completed and submitted the vetting forms needed by Norfolk Police and I look forward, pending approval, to them joining us. If I can recruit a couple more volunteers then I will have sufficient numbers to enable four teams of four being deployed which would mean at the minimum, one session a week across our communities. Norfolk Police are always informed when we are holding a session as they are keen to join us at the roadside and they frequently do, often they bring their own camera equipment and stay on site after we have left leading to motorists being pulled over and either given a warning or a ticket.

With the amalgamation of Norfolk and Suffolk's CSW the processes the CSW Co-ordinators have been overhauled, we now use an Excel workbook to record offenders. We input the data collected into one spreadsheet and this automatically populates a second one that interfaces with the DOME system the constabulary uses. This greatly eases and speeds up the processes at the police end as it means they don't have to key everything in. If anyone needs further information about our activities or are thinking about volunteering then please contact Mr Jones.

7 Horstead Centre

I've been manager now since the beginning of December and flying solo since January. It's been a strange time to take on a new role like this but I'm happy to have the opportunity to be here each day planning and building up our diary of bookings. I am happy to say that the centre is now officially open again after almost a year of next to no work. The staff have mostly been furloughed during this time and with the Job Retention Scheme's Support and the use of our healthy reserves, the Centre has managed to retain our team ready for this year. Government and Governing Body rules allow us to open now for Activity Days and, from the 17th May for

residential Visits too. Our visitors will have sole occupancy and most are already in school bubbles anyway. Our diary of bookings is thinner than previous years but we will still be busy.

One thing that we would like to offer more of this year is Activity Days and Experiences to families and smaller groups. If there is a way in which we can promote this to the local community I'd be very grateful. A recent Easter Egg Hunt (free to local families) was really well received and I would like to consider more free activities for local people and other ideas to help us to contribute to our immediate community. Ideas gratefully received.

In summary the Centre is open again. It has been a tough year and a financially very difficult one but we have maintained our team and our energy and we are ready for the 2021 season and looking forward to being even busier in 2022.

Are there any specific questions you would like to ask me?

Will Mills.

8 All Saints Church, Horstead

Dear Parish Council and all attending the Annual meeting,

Firstly, my apologies for not being with you this evening, due to my being required for a church school governor meeting at the same time.

On behalf of the PCC I thank the PC and village community for the ways they care for and support our parish church. This last year has been difficult for everyone, including the local church.

Our services were suspended due to Covid-19 in 2020, the last one in church being 15th March.

Services resumed in Coltishall Church, with those who normally worship at Horstead, in July 2021 until Christmas Day, when the second wave hit us.

We have broadcast worship on our church FB Page and website, including some worship from Horstead Church.

Our popular Pop Up Café, so well supported pre-lockdown, was not able to operate, and is much missed by the regulars- mainly retired and people who appreciate the company of meeting together once a month. What form this outreach will take in the future will need to be discussed at the PCC when we are able to meet.

Funeral services – of which we held five in 2020-were all outside grave services.

I have met with the new warden of the Horstead Centre and look forward to the church working with him and the Centre.

We do hope to hold services soon in Horstead church (we did hold Good Friday there) as we move out of the pandemic. The Horstead and Coltishall congregations have been able to support one another by worshipping together.

I thank the parish council for their support, including for our lovely churchyard and grounds.

If anyone has any questions or suggestions re the use of the parish church and the needs of the community, do get in touch with me. Reverend Chris Engelsen.

- 9 **Cllr J Coplestone** thanked all those who have supported others in the village during the Pandemic. Special thanks went to Julie Douglas, Tracey Lister and Michelle Thackham. Julie and Michelle had received Community at Heart awards for their efforts.

- 10 **Cllr F Whymark** Commented on the extraordinary year and praised how quickly groups within the village supported those in need. Currently the vaccine program is going well. There is a new housing portal up and running. Young people are being supported into work by Kickstart, Work for all is helping people with CV's and interview skills etc, New supported living units are being built, Assistive technology is helping people live in their own homes. 2 new SEN schools are in the pipeline. 2 new recycling centres will be opening in the near future. Highways have a budget of £10M to fill in potholes.

- 11 **Open Forum – for the Electorate to Raise Issues, Comments, Reports, etc**

There were no comments or other reports

- 12 **Vote of thanks and close**

There being no other business, the Chairman thanked everyone for coming.