

**Minutes of Ditchingham Parish Council Meeting
Monday 18th July 2016 at 7.30pm
The Village Hall, Ditchingham**

Action
by:

Councillors present: Keith Weston - Chair, Marie Allen (MA) Brendon Bernard (BB), Alan Larkin (AL), Richard Mulley (RM), Revd. Kirkpatrick (RK).

Clerk/RFO: Sally Chapman.

Also present: County Councillor Stone, District Councillor Bernard and one member of the public.

Parishioner Question Time opened with the Chair welcoming those present and the following business was conducted:

A. Presentation from Clink's Care Farm

Mr Doeke Dobma attended the meeting to talk to Councillors regarding the work and rehabilitation that takes place at Clinks Care Farm at Toft Monks. Disadvantaged and people with mental health problems can use the farm and work environment to aid their recovery by improving confidence, self esteem and motivation. They also have the opportunity to learn new skills and interact with others. People from Ditchingham, Bungay, Broome and Beccles have accessed the service and have found it very beneficial. Clinks Care Farm is a Norfolk County Council farm and the first NCC farm to offer a project like this, employing 2 full time and 7 part time jobs. They also offer grounds maintenance and won DPC's contract this year. Further details: www.clinkscarefarm.org.

B. Country Councillor Stone

County Councillor Stone gave an update on Devolution – What's Happening, Where we are Now and What Happens Next, Safeguarding and informed of a Carer's Emergency Card and Emergency Plan. Full report: <http://ditchinghampc.norfolkparishes.gov.uk/files/2016/07/County-Councillor-July-2016-Parish-Report.pdf>

MEETING PROPER 8.05pm

1. To consider Apologies for Absence

a) Councillors Mison – apologies accepted.

The Chair read out letters of resignation from Councillors Green (Vice Chair) and Wass and expressed his thanks at all the hard work and commitment they had made to DPC. Clerk to write a formal letter of thanks.

b) The Chair asked for nominations for Vice Chair.

Proposal: Councillor Alan Larkin

Proposed KW, 2nd RK, in the absence of other nominations Cllr Larkin was elected unopposed.

Councillor Larkin agreed to be Vice Chair.

2. Declaration of Pecuniary Interests & Consider requests for Dispensation

None.

3. To Confirm the Minutes of the meeting held on Monday 16th May and 13th June 2016.

Proposal: Minutes to be 'taken as read and agreed as correct'.

Clerk

Signed: _____ (Chair)

Date:

Proposed RM, 2nd RK, unanimous.

The Minutes were signed by the Chair upon completion of the meeting.

4. Matters Arising

a) To report matters arising from the minutes, not on the agenda nor included in committee reports

- The Chair reported the unsightly large pile of concrete beside the road at the Malting's Development was still present and asked the Clerk to request its removal again.
- The Chair informed he had asked the District Councillor Bernard to speak to SNDC re assisting in removing all the recycling banks on Green Lane.
- The Clerk was asked to enquire (again) if or when the Highway Rangers will be attending to the maintenance issues in the village.
- The Chair had contacted NCC re a mirror on Thwaite Road/Hollow Hill Road junction. NCC would not support installation because of potential accident liability.

Clerk

BB

Clerk

b) To Do List

The Clerk read out the list of outstanding items requiring the Council's attention. Councillors updated the Clerk, who will follow-up on remaining issues.

Clerk

5. Finance to:

a) To be advised of the Budget Report 2016-17 (Annex C)

The RFO summarised the report and answered Councillors' questions.

b) To receive the RFO Report and Approve Cheques (Annex D)

The RFO gave an up-to-date report on the Council's finances, payments and receipts received since the last meeting.

Proposal: To approve report and payments.

Proposed RM, 2nd RK, unanimous.

The Chair signed the bank statements and reports.

6. To receive a report from the Planning and Highways Committee (Doc. 1).

Main points:

a) Planning Applications/Decisions

Numerous - see report (Doc. 1) attached.

b) To discuss Council's mechanisms for Receiving and Responding to Planning Applications.

Cllrs. discussed and agreed to continue with the present method of the Clerk forwarding the application to the P&H Chair and the Chair to decide if a meeting needs to be called. The Clerk advised A3 printing is available locally if the plans need to be printed out.

c) Planning and Highways Committee Policy (Doc. 2)

The Chair informed Cllrs. of the proposed wording change to DPC's Planning & Highways Policy. Cllrs. discussed and agreed. Clerk to amend.

Proposal: To amend policy as Document 2 attached.

Proposed KW, 2nd MA, unanimous.

d) To Elect a Planning & Highways Chair

The Chair asked for nominations.

Proposal: Councillor Marie Allen

Proposed KW, 2nd AL, in the absence of other nominations Cllr. Allen was elected unopposed.

Councillor Allen agreed to be the Planning & Highways Chair.

Clerk

Signed: _____ (Chair)

Date:

7. To receive internal reports from Advisory Committees and Decision Committees

a) Planning and Highways

Chair not present – KW read the report (Doc. 1). Main Points:

- **Planning Process:** SNDC and Broads Authority no longer provide paper copies of applications.
- **Highway Rangers:** still waiting for them to attend to a long list.
- **Hollow Hill Footpath:** meeting of interested parties is being organised.
- **Chicken Roundabout:** suggestion from the Clerk (at last meeting) for wildflowers to be planted to be costed.
- **Highway Signage:** Emmaus signage needs cleaning and grass cleared. Clerk to contact. Clerk to send advertising policy to Bungay Town Council.
- **Mini Recycling:** District Councillor to contact SNDC re their removal.
- **SNDC Big Litter Pick:** DPC won £200 in the draw for taking part and received £20 for entering. BB suggested this to be spent on wildflowers for the roundabout.

Proposal: To spent the SNDC £220 prize on wildflowers for chicken roundabout.
Proposed BB, 2nd RK, unanimous.

Clerk

b) Local Development

BB read out his report (Doc. 3). Main points:

- **S106 Monies:** Meeting with the Village Hall Committee and Playgroup Directors re the proposal to use S106 monies to expand the Village Hall facilities. Cllrs. discussed and agreed:

Proposal: Pending further feasibility planning to develop new facilities at Ditchingham’s Village Hall, £55,000 of the S106 monies shall be ear-marked for the possible forth-coming application from the Village Hall Committee.
Proposed KW, 2nd AL, unanimous

- **Windmill Green:** A meeting was held to discuss more parking places and wider roads. It was agreed for the Chair to take advice re the Conservation area.
- **Parish Seat:** NCC has agreed a bench (the same as the ones on The Dip) could be placed on the old railway track.

Proposal: To purchase and site a bench, for approx. £360 ex VAT, on the old railway track.
Proposed AL, 2nd MA, unanimous.

BB/KW

KW

c) Maintenance and Environment (Doc. 4)

The Chair circulated a report, no questions received.

d) Finance & Resources

- The Council’s Insurance has been renewed with the same insurer.
- A simplified accounting procedure, as received (point 5a). Cllrs. agreed it was easier to understand and should be adopted.

8. To consider External Reports

a) County Councillor

As given before the meeting.

b) District Councillor

No report.

c) Police

Signed: _____ (Chair)

Date:

Annex C

Ditchingham Parish Council
DPC Budget Report 2016/17

July 2016 - Annex C

Year End 2015/16		Budget 2016/17	Forecast 2016/17	Year to Date 2016/17	% of Original Budget	% of Revised Forecast	Notes
Income							
34,250	Precept	39,000	39,000	19,500	50%	50%	Received April & September
2,951	SN Transition monies	0	2,911	2,911	-	100%	
0	CIL Infrastructure Levy (SN)	0	982	982	-	100%	
245	Allotments Rents	275	275	0	0%	0%	
5,040	Burial Grounds	4,000	4,000	900	23%	23%	
2,038	Play Areas	2,000	2,000	2,000	100%	100%	Grant from Ditchingham United Charities
0	Defibrillator	0	1,565	1,565	-	100%	Grant
4,622	Miscellaneous	0	0	0	-	-	
0	Proceeds Yard Sale	0	700	701	-	100%	Banked on Charity's behalf
0	Hollow Hill Footpath	0	0	0	-	-	
3,336	VAT	3,000	3,000	0	0%	0%	
52,483	Total	48,275	54,433	28,559	59%	52%	
Expenditure							
1,325	General Admin	2,000	2,000	464	23%	23%	Inc. Data Prot. £35, NALC Subs £285
5,433	Clerks Employment Costs	6,500	6,500	1,466	23%	23%	
380	Clerks Office Costs	500	500	126	25%	25%	
0	Section 137	0	0	0	-	-	
750	Parishioner Magazine/Website	750	750	498	66%	66%	£498 for website set-up
100	Allotments rent to landowner	250	250	0	0%	0%	
4,426	Burial Grounds	5,250	5,250	1,213	23%	23%	
6,141	Village Maintenance	5,250	5,250	1,311	25%	25%	
2,042	Play Areas grass cut/litter picker	3,300	3,300	871	26%	26%	
4,698	Play Area maintenance general	2,500	2,500	1,835	73%	73%	
3,650	Bus Shelter	750	750	0	0%	0%	
0	Defibrillator & Fitting	0	1,515	1,565	-	103%	Paid for by grant
0	Proceeds Yard Sale	0	700	700	-	100%	Paid to charity
67	Miscellaneous	1,000	950	295	29%	31%	
1,000	Lychgate Reserve	2,000	2,000	0	0%	0%	
1,000	Hollow Hill Reserve	7,500	7,500	0	0%	0%	
2,500	Play Area Reserve	3,500	3,500	0	0%	0%	
1,181	Insurance	1,181	1,181	1,194	101%	101%	
3,412	VAT	3,000	3,000	1,205	40%	40%	
0	New strategies (website)	2,000	2,000	0	-	-	
38,105	Total	47,231	49,396	12,742	27%	26%	
38,996	Balance per Community Acc B/F 2015/16		38,996.49				Note
	Total Receipts per cash book		28,558.94				The green and yellow boxes should match.
	Total Payments per cash book		-12,742.15				The blue box should match the RFO report
4,513	Business Saver Account		4,808.00				
	Total		59,621.28	YTD			
43,509	Reserves B/F from 2015/16 (as below)		43,509.00				
	Balance		16,112.28				
		Reserves					
		to be added	Reserves expenditure	End of year			
	Reserves	2016/17	2016/17	Balance			
5,142	Play Area Equipment Replacement	3,500	0	18,642			plus £10k from General Reserve
2,000	Lychgate	2,000	0	4,000			
0	Hollow Hill Footpath	7,500	0	7,500			£7500 grant to be received
36,341	General Reserves	5,223	0	31,564			£10k transferred to Play Area Reserve
26	Balance added to General reserves						
43,509	Total	18,223	0	61,706			

Signed: _____ (Chair)

Date:

Annex D

Finance Report: Payments & Receipts, & Balances at bank			
			£
Current account cashbook balance (as reported at last meeting)			59664.06
Payments issued since last report			
Date	Cheque No.	Payee	Amount
16/05/2016	101436	Safety Signs (No Dogs) + Stamps	22.02
30/05/2016	S/O	P. Austin May Salary	130.65
30/05/2016	S/O	Clerk's May Salary	488.70
13/06/2016	101437	Clerk's June Expenses	44.63
13/06/2016	101438	Play Inspection Company	156.00
13/06/2016	101439	Action, Play & Leisure springer bike	715.20
13/06/2016	101440	Mrs A Mulley June's salary + O/T	80.13
13/06/2016	101441	P. Austin (clearing recycling banks area)	10.80
13/06/2016	101442	Clinks Care Farm Ltd (Grounds Maintenance 1/3 paymen	2794.01
13/06/2016	101443	Data Protection Renewal	35.00
30/06/2016	S/O	P. Austin June Salary	130.65
30/06/2016	S/O	Clerk's June Salary	488.70
		Total	5,096.49
Receipts paid in since last report			
07/06/2016	credit	Ditchingham United Charities	2000.00
		Total	2,000.00
Cashbook balance (as above)			56,567.57
Last Community Account Statement Balance 24th June 2016			60,987.13
Unpresented cheques from 2014-15			100.00
Unpresented cheques from 2016/17			4,319.56
Uncleared receipts			0.00
			56,567.57
Business Saver Account			
Balance c/f			4,512.35
Interest	01/03/2016		0.56
Last Business Saver Statement Balance 6th June 2016			4,512.91
Total balance in both accounts			61,080.48

Signed: _____ (Chair)

Date:

Document 1 - Planning and Highways Report

Although produced and circulated to the Chair & Clerk, albeit late in the day, the May 2016 report was not delivered at the May meeting. It is included with this report for completeness and to ensure a full and accurate record of events.

THE MAY REPORT

1. The Planning and Highways Advisory Committee has not met since the last meeting.

2. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (16/05/2016) the web site reports that the Council has been notified of the details listed below. This list might not be fully comprehensive and Councillors are advised to check the planning portals of both South Norfolk and the Broads Authority respectively.

2.a Applications since the last meeting:

27/03/2016 Application Number : App Type : 2016/0638 Householder

Parish : Ditchingham

Grid Ref : 632045 292701

Location : Ditchingham Hall Norwich Road Ditchingham Norfolk NR35 2JX

Proposal : Replacement garden summerhouse

Applicant : Lord Robert Ferrers, Ditchingham Hall, Norwich Road, Ditchingham Norfolk NR35 2JX

Agent : Mr Jamie Townson, 7 Hampstead Court, Hampstead Avenue, Mildenhall, Suffolk, IP28 7AS

27/03/2016 Application Number : App Type : 2016/0608

Listed Building

Parish : Ditchingham

Grid Ref : 633853 291242

Location : 15-21 Scudamore Place Ditchingham Norfolk NR35 2QT

Proposal : re-roofing block of bungalows.

Applicant : Mr Richard Egle, Saffron Housing Trust, Saffron Barn, Swan Lane, Long Stratton

27/03/2016 Application Number : App Type : 2016/0600

Householder

Parish : Ditchingham

Grid Ref : 633853 291242

Location : 15-21 Scudamore Place Ditchingham Norfolk NR35 2QT

Proposal : re-roofing block of bungalows.

Applicant : Mr Richard Egle, Saffron Housing Trust, Saffron Barn, Swan Lane, Long Stratton

27/03/2016 Application Number : App Type : 2016/0502

Householder

Parish : Ditchingham

Grid Ref : 634024 291367

Location : 29 Windmill Green Ditchingham Norfolk NR35 2QP

Proposal : Air Source Heating System

Applicant : Mr David Shackleton

29 Windmill Green Ditchingham Bungay Norfolk NR35 2QP

Signed: _____ (Chair)

Date:

2.b Decisions since the last meeting:

There are no decisions recorded on the DPC web site.

3. South Norfolk planning process

As reported at the January & March meetings, South Norfolk Council no longer provides paper copies of planning applications to local parishes. This Council, together with other local parish councils has protested on the basis that the councils can no longer adequately participate in the democratic process [due to adequate technology not being in place]. As agreed at the January & March meetings, until such adequate arrangements are effected this council will not, and has not commented on any application so made. The honourable Richard Bacon MP has written in support of our 'complaint' and we await his further advice.

4. South Norfolk Highway Rangers

At the January and March 2016 meetings we advised that NCC highway rangers were scheduled to visit Ditchingham in the near future. It appears that either they still have not done so, or the work so required extends beyond that which is obvious. The Clerk is asked to investigate further the schedule and advise any additional works required.

5. Footpath at Hollow Hill Road

As reported at the last meeting DPC were successful in receiving match funding in support of this scheme. Further negotiations and planning will be progressed through the summer. Specific funding raised in the 2016-17 precept will be ring fenced and where not required will be used to reduce the 2017-18 precept.

6. Advertising on the Highway (Emmaus)

Notwithstanding further requests by the Clerk that the advertising be removed (the January 2016 meeting agreed that it should be removed, with the decision being confirmed again in March 2016) Emmaus refuse to comply with this request. This matter is noted elsewhere on the meeting agenda.

7. South Norfolk Big Litter Pick

Regrettably, despite being widely advertised the May 7th event was poorly attended with only 4 Councillors and 5 other volunteers participating. More significantly, while we concentrated on the lanes outside of the main village the volume of litter was low; a combination of the good efforts of the Council's litter picker, Paul Austin, and hopefully improved social and environmental accountability and awareness?

Julian Green
Chair Planning & Highways Advisory Committee
May 2016

DPC Planning & Highways FULL Committee report May 2016

1. The committee has not met since the last meeting.

Julian Green
Chair Planning & Highways Committee

Signed: _____ (Chair)

Date:

May 2016

THE JULY REPORT

1. The Planning and Highways Advisory Committee has not met since the last meeting.

2. The Clerk maintains planning details on the Council's website. As of the date of drafting this report (15/07/2016) the web site reports that the Council has been notified of the details listed below. This list might not be fully comprehensive and Councillors are advised to check the planning portals of both South Norfolk and the Broads Authority respectively.

2.a Applications since the last meeting:

08/07/2016 Application Number :2016/1559

Householder

Parish : Ditchingham

Grid Ref : 634254 291266

Location : 46 Loddon Road Ditchingham Norfolk NR35 2QN

Proposal : Single storey rear extension and new first floor dormer

Applicant : Mrs R Garner, 46 Loddon Road, Ditchingham Norfolk, NR35 2QN

Agent : Mr John Jenkins The Thatch, Seething Fen, Seething, Norwich Norfolk, NR15 1DG

01/07/2016 Application Number : 2016/1327

Discharge of Condition

Parish : Ditchingham

Grid Ref : 632045 292701

Location : Ditchingham Hall Norwich Road Ditchingham NR35 2JX

Proposal : Discharge of conditions 3 and 4 of planning consent 2016/0638

(Summerhouse) – Joinery Details and Joinery Colour Finishes

Applicant : Lord Robert Ferrers Ditchingham Hall Norwich Road

Ditchingham NR35 2JX

Agent : Mr Jamie Townson 7 Hampstead Court Hampstead Avenue Mildenhall IP287AS

01/07/2016 Application Number: 2016/1475

Change of Use

Parish : Ditchingham

Grid Ref : 633955 291155

Location : 12 Hollow Hill Road Ditchingham Norfolk NR35 2QZ

Proposal : Change of Use from Glenday Newsagents (formerly Post Office) to a dog grooming salon (appointments only)

Applicant : Mrs C. Glenday, 12, Hollow Hill Road, Ditchingham, Bungay NR35 2QZ

Agent : Mr Nicholas Bailey, Duart, Cratfield Road, Fressingfield, EYE, IP21 5QD

Copies of the submitted plans can be viewed on-line at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O966MLOQGPP00>

01/07/2016 Application Number : 2016/1563

Non Material Amendment

Parish : Ditchingham

Grid Ref : 634000 290621

Location : The Maltings Pirnhow Street Ditchingham Norfolk NR35 2RT

Proposal : Porch over entrance to plot 23 on Block A, removal of smoke vent on roof of Block A. Additional balconies on plots 105 & 109 of Block L. Non-material amendment to permission BA/2014/0400/COND.

THIS APPLICATION WILL BE DETERMINED BY THE BROADS AUTHORITY ON

BA/2016/0230/NONMAT.

Applicant : Mr Andrew McMurtie, The Maltings Agent : 7 Pirnhow Street, Ditchingham Norfolk. NR35 2RT

01/07/2016 Application Number : 2016/1543

Full

Signed: _____ (Chair)

Date:

Parish : Ditchingham
Grid Ref : 633717 291157
Location : Lely 38 Norwich Road Ditchingham Norfolk NR35 2JL
Proposal : Proposed conversion of garage/games rooms to annexe.
Applicant : Mr A Mayhew, 38 Norwich Road, Ditchingham, NR35 2JL
Agent : Mr James Garnham, The Clyffe, St Leonards Road, Norwich. NR1 4JW
Copies of the submitted plans can be viewed on-line at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O9JGHUOQGTS00>

24/06/2016 2016/1014 Removal/Variation of Condition
Parish : Ditchingham
Grid Ref : 632242 291724
Location : Seven Meadows Pound Lane Ditchingham NR35 2DN
Proposal : Variation of condition 2 of planning permission 2015/0473/F (Change of Use of land to domestic curtilage and erection of a 3 bay cartshed) – change in height of roof
Applicant : Mr Stephen Byard, Seven Meadows Barn, Pound Lane, Ditchingham, NR35 2DN

21/06/2016 Application: 2016/1014
Applicant: Mr Stephen Byard
Location: Seven Meadows Pound Lane Ditchingham NR35 2DN
Proposal:
Variation of condition 2 of planning permission 2015/0473/F (Change of Use of land to domestic curtilage and erection of a 3 bay cartshed) – change in height of roof.
Copies of the submitted plans can be viewed on-line at <https://info.south-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O6C0WLOQFSX00>

03/05/2016 Application Number: 2016/0338
Applicant: Mr Terence Green
Location: 20 Hollow Hill Road Ditchingham Norfolk NR35 2QZ
Proposal: Erection of a single storey rear extension.

2.b Decisions since the last meeting:

Appl Number : 2016/1327
Discharge of Condition
Parish: Ditchingham
Applicant : Lord Robert Ferrers
Location : Ditchingham Hall Norwich Road Ditchingham NR35 2JX
Proposal : Discharge of conditions 3 and 4 of planning consent 2016/0638 (Summerhouse) – Joinery Details and Joinery Colour Finishes
Decision : Approval of details – Approved
Delegated Date of decision : 8 July 2016

Appl Number : App Type : 2016/0338
Householder
Parish: Ditchingham
Applicant : Mr Terence Green
Location : 20 Hollow Hill Road Ditchingham Norfolk NR35 2QZ
Proposal : Erection of a single storey rear extension.
Decision : Approval with Conditions
Delegated Date of decision : 26 May 2016

3. South Norfolk planning process

South Norfolk Council continue to refuse to provide paper copies of applications and as previously reported at and agreed at earlier meetings, until such adequate arrangements are effected this council will not, and has not commented on any application so made. This matter is posted as an agenda item for discussion.

4. Broads Authority planning process

The Broads Authority does provide paper documents and all those received by the chair of this committee have been minor and in the chairs opinion not warranted comment.

Signed: _____ (Chair)

Date:

5. South Norfolk Highway Rangers

There continues to be no evidence of these matters having been attended to. The Clerk has on a number of occasions enquired when this work will occur. More items of dilapidations & works have been added to the list.

6. Footpath at Hollow Hill Road

A site meeting of the interested parties is being organised. As reported previously, specific funding raised in the 2016-17 precept will be ring fenced and where not required will be used to reduce the 2017-18 precept.

7. Chicken Roundabout

The council has received comment that the full roundabout be cut (not just a 2m strip around edge). Cutting of the grass is compliant with the specification of works for the current year. There are suggestions from others that the roundabout be 'seeded' with wildflowers for next year. This position will be reviewed for next year.

8. Advertising on the Highway

Emmaus advertising was confirmed as compliant with DPC consent. Councillors should note that the signage is not being maintained.

Eight advertising fly postings as non-compliant with DPC policy were removed from the vicinity of Chicken Roundabout since the last meeting. This matter is noted elsewhere on the meeting agenda.

9. South Norfolk Big Litter Pick

DPC 'won' £200 in the SN draw for this activity. DPC are requested to demonstrate how the 'winnings' will be used.

10. Green Lane. Mini Recycling

2 stillages remain. The Clerk has made considerable efforts to ensure that these are removed. By way of this report DPC request that the South Norfolk District Councillor apply pressure on the administration to this effect.

Julian Green
Chair Planning & Highways Advisory Committee
July 2016

DPC Planning & Highways FULL Committee report July 2016

1. The committee has not met since the last meeting.

Julian Green
Chair Planning & Highways Committee
July 2016

Signed: _____ (Chair)

Date:

Document 2 - Planning and Highways Committee Policy

Proposed Wording Change to Ditchingham Parish Council Planning & Highways Policy

A paper for the Parish Council Meeting July 2016

Within the Planning & Highways Policy is a section which deals with the Council's attitude to signage displayed roadside. Whilst the Council wishes to discourage roadside advertising it does not wish to prevent local organisations from telling the community about their events.

It currently says the following:

DPC may remove any advertising that, in the opinion (and absolute discretion) of the Chair of the Highways & Planning Committee:

- includes inappropriate content (e.g. commercial content)
- is displayed in excessive numbers
- does not include relevant contact details
- is displayed sooner than 14 days before, or 7 days after the event
- is affixed to such street furniture as to be a distraction or a danger
- is not of a 'local' nature

Proposed changes:

DPC may remove any advertising that, in the opinion ~~(and absolute discretion)~~ of the Chair of the Highways & Planning Committee **plus at least one other member of that committee:**

1. includes inappropriate content (e.g. commercial content)
2. is displayed in excessive numbers
3. does not include relevant contact details
4. is displayed sooner than 14 days before, or 7 days after the event
5. is affixed to such street furniture as to be a distraction or a danger
6. is not of a 'local' nature

The addition of the following:

Bullets changed to numbers for ease of reference

Posters removed, by the Council, will be retained until the date of the event so organisers have an opportunity to retrieve them.

If a contact number is displayed, but another item is not complied with, an attempt should be made to contact the organisers and they should be given an opportunity to comply.

Document 3 - Local Development Report

Only official meeting of the committee 18th July 2016.

There have been two earlier unofficial meetings regarding possible developments.

1. Meeting with the Village Hall Committee and Playgroup Directors, regarding the proposal to use S106 moneys to expand the Village hall facilities. This would involve building an extension to the present facilities to provide a secure area for the Playgroup or other activities. This would open up the main village hall for more activities, which are at present restricted due to the fact that the Playgroup uses part of the main hall. The village Hall committee agreed to the idea and requested more details on the possible alternatives and costs. At present the S106 moneys available is near £60.000 - which seems to be close to the cost budget of such an extension. Portacabin and brick alternatives are being investigated.

2. Meeting with Windmill Green residents, proposal to provide more parking places and wider roads, since at the moment there are restrictions for emergency vehicles. There are 30 properties. 19 People came, representing 50% of the houses plus rep from Saffron Housing (9 houses) Opinions split, but basically all though the present conservation rules should be eased.

Signed: _____ (Chair)

Date:

14 people supported relaxing of listing/Conservation.

7 supported road widening

11 supported front garden parking

5 supported addition parking on green.

Clearly no agreement of direction, Listing alteration very unlikely but we could state residents views. Cost implications of any of these alternatives were not discussed and did not seem to get much support.

Brendon Bernard
Local Development Chair

Document 4 - Maintenance and Environment

Tabled Chair's Report for 18th July 2016 Parish Council

Allotments:

The allotments continue to be well used and we still have people waiting to use them. We are grateful for councillor Larkin for keeping us informed about the condition of the allotments. The condition of the entrance will have to be addressed as it was being cleared by an allotment holder but no longer. A price will be sought from the ground maintenance contractor to cover this area in future. We will also meet to consider some amendments to the policy.

Cemetery:

The cemetery continues to be well maintained.

The Dip:

The Dip is being well used. We look forward to the upcoming village fete and hope it is well supported. We are grateful for all the effort Georgina Simmonds and her helpers have put in to organizing this event for our village.

The football area is being well used as the wear on the grass indicates. We will monitor the use and move the goal posts in the autumn.

Thwaite Road Play Area:

This continues to be very well used and much appreciated by many young families. I am pleased to report that despite my concerns over the reseeding of the goal mouth it has recovered well. The nets will need replacing in the autumn.

The new springer bike has been delivered we await its installation.

The BMX track resurfacing quote has been agreed and it is hoped this work will be carried out soon, with the addition of a membrane to prevent undergrowth coming through on the surface.

It is hoped that the ground maintenance will trim the road boundary hedge on their next cycle as it is becoming quite untidy.

Insurance Inspections:

We have started working on some of the items notified on the annual insurance inspection. Action Play & Leisure will commence the major work in September in the meantime the area for concern is safe after they inspected it.

The council continue to thank Paul Austin for the thorough job he does on the play areas inspecting the equipment and the litter picking.

Tree Warden:

It is hoped that the tree warden can start in the autumn and be able to advise councillors on any that need attention.

Reg Kirkpatrick Maintenance & Environment

Signed: _____ (Chair)

Date: