

**DRAFT MINUTES from the Rackheath Community Council Meeting on Monday 1st July 2024 to be held at The Pavilion, Green Lane West, Rackheath NR13 6LT at 7pm**

Councillors in attendance: Pippa Nurse (Chairman), Julie Hunt, Nicola Kerr, Steve Nurse and Fran Whymark

Apologies: Sharon McKim

Staff: Aileen Beck, Clerk and Gareth Duffin, Projects and Events Officer (left at 20.30)

Members of the public: 0

1. **To consider any apologies for absence**

Sharon – absence approved by council.

1. **To receive declarations of interest and consider dispensations for items on the agenda**

Fran – item 8a – has responded to consultation in his capacity as district councillor.

1. **To adjourn the meeting for public participation and receive reports from the District & County Councillors**

Fran: Medical Centre work due to start 5th August. Planning application for Norwich Western Link available for consultation.

Member of the Public queried roller skating facilities – council to liaise with Sprowston Town Council who are installing such a facility to gage their experiences and funding opportunities. The location of the Sprowston facility means it will be accessible by a direct bus.

1. **To agree and approve the minutes of the Rackheath Community Council meeting of 1st July 2024**

Planning application 2014/1742 was raised due to concerns about the proximity of the mast which is likely to be beside the new primary school as part of the GT16 planning – council agreed that an additional comment be added to the planning portal to note concerns about the effect on future development.

The minutes of the Rackheath Community Council meeting held on 1st July 2024 were agreed as a true record and signed by the Chair.

1. **To receive the Clerk’s report (to report progress on items not on the agenda from the last meeting)**

Updates included elsewhere within this agenda.

1. **To discuss the following projects, including agreement to incur costs where necessary:**
2. Newman Road woods and the liberator strip Ongoing – Woods Hardwick waiting to receive search results from Highways before topographical survey can be finalised and shared with Broadland District Council in readiness for a meeting with Matt Yates to proceed with the transfer/purchase.
3. Jubilee Park – PC Jennings visited the Clerk to discuss recent anti-social behaviour in the area and advised that residents keep a log of incidents of such behaviour, including crowds of people gathering so that evidence can be compiled and passed onto them. Residents need to report either through the website [www.norfolk.police.uk](http://www.norfolk.police.uk) or by calling 101. There is an email contact address, sntthorpestandrew@norfolk.police.uk, although that is not monitored daily – a quicker response will be obtained by reporting using the website.
4. Stracey Park and the Pavilion
5. To receive any updates associated with the play and gym equipment – Gareth is finalising the proofs for the signage which are to use the Rackheath Community Council logo. Meeting to be arranged with contractors to investigate additional facilities at Jubilee Park.
6. To discuss to the car park and associated drainage work Contractors feel the brief has been met as the water disperses, albeit collecting in different locations which then drain away. Track round to overflow/football parking, has had type 1 laid to fill in the holes but not the membrane and full track insets as outlined in quote: Gareth to liaise with contractor and report to council in readiness for September’s meeting before authorising payment of the invoice.
7. To note the hall floor upgrade has been completed with skirting board work due to commence on 15th July 2024 without disruption to existing hirers AGREED: look into wall mounted facilities for chairs due to the weight of the trolley potentially damaging the new floor. Container to be rearranged to accommodate the trolley in the meantime.
8. To continue discussions regarding the reinstatement of the rear carpark. Pre-application to go in this week.
9. To discuss spending of the Clean Up and Bloom grant from Broadland District Council: Gareth to meet James from Salhouse Nursery tomorrow to discuss the tree enhancement project at Jubilee Park.
10. Parish Partnership Scheme for local highway improvements – deadline for bids 6th December 2024 AGREED: Staff to research bus shelter designs which are robust and without glass, similar to ones along Woodside Road. If Norfolk County Council are prepared to fund 50% of the cost, council can match fund using development income. Suitable designs can then be written into the Neighbourhood Plan to ensure continuity throughout Rackheath.
11. **Pavilion Matters**
12. To provide an update of discussions regarding the potential to introduce cricket to the Sports Park and agree whether to prepare ground for use next season There is believed to be suitable space to introduce 4 wickets for cricket, approximately 23m by 15m, in between two full sized football pitches. If two teams were to be based here then 6 wickets would be needed. There is room for nets at the bottom of the field. Funding available, links to grants have been provided to council. The cricket season is 18 weeks long, from beginning of May to end of August. On football days markers would need to be put around the pitch so avoid studs damaging the surfaces. AGREED: square to be marked out and costs to prepare wickets investigated and instigated in readiness for a cricket pitch for next season. Rackheath Cricket Club to be approached to see if they would be interested in returning here.
13. To agree costs:
14. Football Parking sign £52 plus VAT AGREED: in view of item 7a, signs to say ‘sports parking’
15. Replacement/upgrade of flickering light in the Bowls Room AGREED: to accept the quote of £110 plus VAT – but to replace both lights, not just one.
16. Delegated power to spend on installation of 2 adult goals (and line marking for 2 adult sized pitches) plus installation of the new boot brush in readiness for football season AGREED: quote awaited from Garden Guardian, to be agreed under delegated powers when available. Steve offered to install the boot brush ready for the start of the football season.
17. **Planning Matters**
	1. To consider the consultation letter regarding the Traffic Regulation Order on Green Lane East Comments have been received from a parishioner and a neighbouring parish. AGREED: Council’s response to suggest extending the double yellow lines beyond Vera Road junction (on both sides) as this would improve visibility when leaving the doctor’s surgery due to inadequate parking spaces for staff and patients, as raised during planning consultations.
	2. To consider taking on the playspace and open areas at Princes Park Discussion concentrated on what was deemed best for the community, now and in the long term taking into account the extent of the open spaces and likely problems that may be encountered, especially after the commuted sum had been spent and the ramifications on the precept. AGREED: Council to take on play equipment area only. There is room to add additional pieces of equipment in the future to extend the facilities, subject to funding opportunities.
	3. To review and comment on Planning Applications:
		1. 2024/1236: Full planning application for the creation of an engineered wetland including associated engineering works & access at Land To The North Of Dobb's Beck Beeston Park Wetland Beeston Park Byway Beeston St Andrew Norfolk – feedback and additional information received from the developers Sprowston and Rackheath councillors involved in a call with Quinn Estates and Severn Trent Water – various questions raised and answered, including that approximately 1,000,000l of water per year will pass through the wetland; although an open air facility it is deemed to be odourless; there is no scope for grey water recycling facilities. 50 houses need to be occupied before the plant can be made operational, until that stage tankers will be used remove human waste. Water to be removed from Dobbs Beck to facilitate this wetland. Queries were raised about the waste water treatment plant in Rackheath which should be looked into in view of the additional development. AGREED: Nicola and Aileen to draft an appropriate response citing the proximity to All Saints Church and that alternative sites may be sought as well as reference to the GT16 plans for an enclosed odourless plant and to encourage grey water recycling to make plant operational sooner.
		2. FUL/2024/0025: Full planning application for the creation of a wastewater treatment works including associated engineering works and access at Land to the northwest of Dobbs Beck accessed from North Walsham Road, Beeston St Andrew Norfolk AGREED: see comments above.
	4. Update on progress of GT16 Nicola circulated an update from Taylor Wimpey. BDC Planning dept has requested a meeting with Rackheath and Salhouse Clerks arranged for 30th July. Teams meeting to be held internally once the planning application received. Multi-parish meetings being set up, next scheduled for 22nd August. Nicola to contact council’s consultancy firm to let them know matters are progressing with a view to referring the application onto them as soon as possible so that it can be reviewed and draft comments put together during the summer break, with working group meetings if required (whether in person or online) with a view to discussing at September’s meeting.
	5. To discuss progress on the Neighbourhood Plan revision, in particular the draft Design Code and agree costs incurred this financial year so far to be paid from CIL funds AGREED: Invoices submitted by Rachel Leggett for £2,505.40 and Andrea Long for £100 agreed to be paid from CIL funding. Pippa and Nicola reviewing the Design Code and feedback to be given to the consultants directly.
	6. To confirm delegated powers for any planning applications received which need to be considered before the next scheduled meeting on 16th September 2024 Extensions to be requested from BDC for large or contentious applications ideally until after the next scheduled council meeting. Smaller applications, such as extensions, to be agreed under delegated powers.
18. **Accounts and Finance**
19. To note delegated spend report by clerk and chair AGREED: £240 to reinstate fire doors at the Pavilion following flooring work.
20. To approve the payments for July 2024 and note contractual payments to be made during August 2024 approved
21. To note the receipts for June 2024 Bank interest £1,204.02; Groundworks grant for Neighbourhood Plan £10,000; Pride in Place funding for solar panels £4,037.50; Delegated Grass Cutting Arrangements £3,401.09; Pavillion and MPSA hire £1,583.22 net.
22. To note the monthly bank reconciliation to 30th June 2024 £963,984.32
23. To note the budget reconciliation to 1st July 2024 (1st quarter of council’s financial year) Noted
24. To receive an update on progress/action with council’s long term financial plan AGREED: Account to be opened with Unity. Stautory Guidance on Government Investments shared with councillors in readiness for preparation of the Investment Strategy.
25. To note that the Annual Governance and Accountability Return has been submitted to the external auditor with all paperwork available to view on council’s website. Noted
26. To consider request for staff to attend the Norfolk Parish Training and Support autumn seminar at a cost of £56 per person Agreed; both staff members to attend.
27. To agree cost of increased insurance cover required by council Agreed: premium increase of £282.41
28. To discuss contributing towards the cost of tree work required by the primary school in relation to overhanging trees from Jubilee Park – agreed in principle, cost to be confirmed with the school and agreed under delegated powers.
29. **To receive correspondence and agree on response (if any)**

#  Broadland and South Norfolk Design Code – online workshop for Broadland Parish Councils on 22nd July 2024

 Broadsheet July 2024 issue 232

The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

**The Council RESOLVED that in accordance with the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded during consideration of the following items due to their confidential nature**

1. **To consider additional information relating to potential projects**

Project spending would be CIL with limited possibilities to use s106 at the moment. Working group meeting may be called before the September meeting to discuss viability of the project.

1. **To discuss Pavilion hiring queries**

The cancellation policy was discussed – it is to be implemented as written.

1. **Staffing**

Due to the summer holidays there will be reduced office opening hours, to be displayed on the door in advance. Residents are encouraged to telephone or email staff in advance of their visit; emails will be answered as promptly as possible, out of office messages will be used as appropriate.

