

**THE MINUTES OF REEPHAM TOWN COUNCIL MEETING HELD ON THURSDAY 17th
SEPTEMBER 2020 STARTING AT 7.30PM VIA ZOOM.**

Present: Cllr L. Paterson, A. Woollett, P. Mitchell, M. Lester, M. Steel, R. Comer, J. Harding and V. Harfield-Simpson

Town Clerk - Jo Boxall and 6 members of the public

TC20/65. TO RECORD AND NOTE APOLOGIES FOR ABSENCE

Apologies for absence were recorded from Cllrs J.Line & S. Fisher.

TC20/66. TO RECORD DECLARATIONS OF INTEREST FROM MEMBERS IN ANY ITEM TO BE DISCUSSED1

A personal declaration of interest was received from Cllr Lester regarding the Salle & Reepham Cricket Club grant

TC20/67. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD ON 10th JUNE 2020.

The Council resolved that the minutes were a true and accurate reflection of the Town Council meeting held on 10th June 2020 as proposed by Cllr Paterson.

TC20/68. TO RECEIVE INFORMATION ON MATTERS ARISING FROM THE MINUTES NOT LISTED ELSEWHERE ON THE AGENDA. – Handrail for footpath, Church Wall

The Clerk confirmed an email was sent to Highways and also to the County Councillor regarding the lack of response from Highways on outstanding matters.

TC20/69. TO ADJOURN THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO SPEAK – WITH PRIOR NOTICE

Mr Bundock raised concerns about the planters in the Market Place. There was frustration about the implication that residents were not able to social distance without support, the loss of parking and the effect of this on local business. It was confirmed that a local petition has received nearly 500 signatures requesting the removal of the planters. There was scepticism about the reason for the planters. No further comments were received.

TC20/70 TO RECEIVE POLICE REPORT & UPDATE FROM DISTRICT AND COUNTY COUNCILLOR

PC Bailey confirmed that the Police were unable to attend zoom meetings but invited the Council to contact him with any concerns. Monthly Police reports were circulated to Council. The District Councillor and County Councillor were not in attendance.

TC20/71. TO RATIFY AGREEMENT TO RESPOND TO 30MPH SPEED LIMIT CONSULTATION – STONY LANE AND CONSENT TO THE ALTERATION OF TITLE PLAN NUMBER NK342181 – MARKET PLACE

It was unanimously agreed to ratify the decision to request that the 30MPH zone be extended to the end of Stony Lane / junction with Kerdiston Road due to safety concerns as proposed by Cllr Paterson. Subsequently this request was refused and Norfolk County Council Highways were now seeking Town Councils approval to continue to progress the legal order as per the original proposal. The Town Council agreed to approach Highways to question what happens if the Town Council don't approve.

It was unanimously agreed to consent to the alteration of Title Plan number NK342181 to correctly record small area of land belonging to 8 Market Place & remove from Title Plan of Market Place as proposed by Cllr Paterson.

TC20/72. TO REVIEW SITUATION REGARDING PLANTERS IN MARKET PLACE AND APPROVE FURTHER ACTION

An overview of the situation regarding the planters was given and Cllr Paterson reported that as residents main concerns focused on parking, he had surveyed both the Market Place and Station Road car park over the past few weeks which suggested that parking was available.

Councillors raised concerns about the safety aspect of the planters in Winter, with poor lighting in the Market Place. Many Councillors felt that they were not serving the purpose they were intended for as the situation with Covid had changed and requested their removal. It was suggested that the planters could add colour and beauty to the Market Place as it was acknowledged that the Market Place is currently perceived more as a car park than a Market Place. There was discussion about better locations for the planters.

It was confirmed that 33 emails of complaint were received mainly highlighting the issue of parking in the Market Place. Concern was also expressed about the lack of consultation, the safety aspect and the overall look of the planters (which had not yet been planted up). The Council were made aware of a petition that had been started regarding the planters which had nearly 500 signatures.

Broadland District Council took responsibility and apologised for the situation that had arisen. They were prepared to arrange to remove the planters but offered them to the community first, to consider a better place /use for them. They confirmed there would be a review of parking in all Towns in Broadland. The Economic Development Team offered to work with the Town Council focusing on the future of Reepham Market Place and how it could be improved to attract visitors and boost trade. They confirmed that they were currently in receipt of funds to progress improvements and suggested other options. Councillors were reminded that the threat from Covid remained.

Following lengthy discussion, Cllr Paterson read and proposed the following 'At our last full Town Council meeting in June we agreed to support the Broadland District Council initiative supporting local businesses by creating traffic free areas in the Market Place where customers could queue safely and maintain safe social distancing. The need for the provision of safe traffic free areas now that people are expecting to queue up in the Market Place was highlighted by an accident a few years ago when a runaway vehicle crashed in to the entrance of the Bircham Centre. Similarly the need to promote and maintain safe social distancing is of paramount importance, particularly given the recent rise in reported Covid19 cases and the imposition of stricter controls by the government.

Under these circumstances I feel it would, at the very least, be negligent not to honour our commitment to supporting local businesses and their customers by removing the planters and the protection that they afford. I therefore propose that the planters should be replaced in position as originally installed on Friday 21st August as soon as possible on the grounds of public safety.' The proposal was unsupported by Councillors.

Cllr Mitchell proposed that the planters should be removed in two weeks if, following direct consultation with businesses, a better place could not be found for them / some of them (as it was recognised that they have not cost the Town Council anything and once planted, they could still be placed to improve the look of the Market Place, without compromising parking & safety) This was seconded by Cllr Harding and agreed by majority.

The Council unanimously agreed to work with Broadland Economic Development Team to look at ways of improving the appearance of the Market Place, to make it more attractive to residents / visitors and therefore encourage trade as proposed by Cllr Mitchell, seconded by Cllr Harding.

There was general discussion / agreement to allow Broadland to plant a few of the planters up to see what they would look like if better locations could be found for them.

TC20/73. FINANCE –

To approve invoices paid and to be paid since the last meeting

Cllr Paterson proposed to approve all invoices paid and to be paid since the last meeting

To ratify approval for grant award to Reepham Scouts for PPE

It was unanimously agreed to ratify grant award of £180.69 to the Reepham Scout Group for PPE as proposed by Cllr Paterson

To approve grant to Reepham & Salle Cricket Club

It was unanimously agreed to award a grant to Reepham & Salle Cricket Club for £1075 for the replacement of worn out cricket equipment for the youth section of the Cricket Club and replacement bats, pads, gloves and safety helmets for the under 13's and under 15's as proposed by Cllr Paterson.

To review financial regulations, internal control & financial risk assessment policies

The RFO circulated policies for review. It was unanimously agreed to approve the financial regulations, internal control & financial risk assessment policies without amendment as proposed by Cllr Paterson

TC20/74. ALLOTMENTS –

Concern was expressed over the keeping of chickens on the allotment plots. It was suggested that the Council draft a policy / guidelines for people keeping chickens in line with RSPCA standards. Clerk to draft a policy for consideration.

TC20/75. TOWN HALL –

The Town Hall Management Committee had met to consider the draft risk assessment and conditions for reopening the Town Hall. The Clerk was back in the office but the office was not open to members of the public without prior appointment.

Cllr Paterson proposed reopening Town Hall which was unanimously agreed. It was confirmed several groups wished to return.

Cllr Paterson raised the concern over upholstered chairs and agreed to look at the possibility of purchasing plastic chairs (recycled plastic?) and refer to council for approval.

TC20/76. MARKET PLACE–

No stall holders had attended the Market. Market Traders were contacted but none had returned.

TC20/77. CEMETERIES –

A £10000 grant was received from Broadland District Council for future management of the cemetery.

TC20/78. STIMPSON'S PIECE

To review / amend policy of support (Town Council) to Stimpsons Piece

Cllr Mitchell proposed that the Town Council confirm its continued support for Stimpson's Piece as a community open space which was unanimously agreed. It was agreed that the Working Group should bring proposals to the Town Council for approval.

TC20/79. PLANNING

-To record decisions made on planning applications received between meetings

Application Number – 20200469 - Widening of carriageway with traffic calming, revised junction configuration with Whitwell Road, shared use cycleway/footway and surfacing (amended) footpath to Park Lane at Broomhill Lane, Reepham, NR10 4JT

The Town Council acknowledged the amended plans and noted that the revision by Highways to the proposal regarding the unmade road between Park Lane and Broomhill Lane seemed to address the Town Council's concerns regarding access to the proposed cemetery by the provision of a removable bollard at Park Lane and the surfacing of the unmade road to a standard suitable for vehicular traffic. It was however noted that there had still been no provision for barriers preventing cyclist, and others, from exiting the unmade road onto Broomhill Lane at no more than walking pace, as per the Council's original objection. Other concerns raised by the Town Council in their initial submission remained unaddressed and therefore the objections remained.

Application Number – 20200957 – Erection of detached dwelling at The Glebe House, Norwich Road, Reepham, NR10 4NH

The Town Council recorded that they had concern about the creation of new access onto Norwich Road and the removal of trees and hedging which will change the outlook and render the proposed dwelling more visible from the public highway. It was recognised that these concerns would be alleviated if the existing access was retained and the trees and hedging was retained as much as possible so the building would remain hidden from Norwich Road.

Application Number – 20201156 – Internal alterations (listed building) and Application Number 20201142 – Change of use of outbuilding to holiday accommodation at Magpie House, 17 Church Hill, Reepham

The Town Council had no comment or objection to make with regards to this application

Application Number 20201183 – Provision of a New Sports Hall with associated changing facilities, studio, sports classrooms and parking at Reepham High School and College, Whitwell Road, Reepham, NR10 4JT.

The copy of the Town Council's objections are attached to the minutes

Application Number 20201400 – Proposed demolition of conservatory and construction of a garden room, extending into part of garage at Holly House, 17 Stony Lane, Reepham, NR10 4QS

The Town Council had no comment or objection to make with regards to this application

Application Number 20201421 – Single storey rear flat roof extension at Claremont, 23 Cawston Road, Reepham, NR10 4LU

The Town Council had no comment or objection to make with regards to this application

Application Number 20201436 – Installation of fascia sign (Listed) at Norfolk Print & Design, Iona House, Market Place, NR10 4JJ

The Town Council had no comment or objection to make with regards to this application

Application Number 20201499 – Loft Conversion including rear dormer at 27 Chapel Close, Reepham, NR10 4QP

The Town Council had no comment or objection to make with regards to this application

Norfolk County Council – FUL/2020/0029 – Replacement of existing hose drying tower with the erection of a taller fire training tower - facility at Reepham Fire Station.

Although no objections were recorded, concern was expressed about the impact the taller tower may have on neighbouring properties.

-To consider planning applications

No planning applications were received.

-To consider late planning applications

The following late planning applications were received

Application number 20201562 – Replacement of Front Door at Sixes and Sevens, 6 Chapel Walk, Reepham, NR10 4GL

Application Number – 20201597 – Demolish existing extension and replace with two storey extension, removed existing conservatory and replace with new conservatory, internal and external alterations at Valley Farm House, Whitwell Common, Reepham, NR10 4SQ

The Town Council had no comments or objections to make with regards to the above applications

Application Number 20201620 – Replace existing 3 bedroom bungalow with a 4 bedroom 1 ½ storey dwelling at Hyside, 33 Ollands Road, Reepham, NR10 4EL

It was agreed that Cllr Comer would visit neighbouring properties and ascertain if there were any concerns. Council to agree their response via email.

-To record decisions made by Broadland District Council

Internal alterations at Magpie House, 17 Church Hill, Reepham – Listed building approval

Proposed demolition of conservatory and construction of a garden room, extending into part of the garage at Holly House, 17 Stony Lane, Reepham – Approval

Proposed boiler house & log store to the rear at 3 Old Monastery Cottages, The Moor, Reepham – Listed building approval

Variation of condition 2 of 20181423 – to allow changes to windows and doors, east gable pitch, timber cladding and details of gutters, brickwork and tiles at Meadow Barn, The Moor, Reepham – Approval

Proposed side extensions and rear extensions at 4 Kerdiston Road, Reepham – Approval

Change of use of outbuilding to holiday accommodation at Magpie House, 17 Church Hill, Reepham – Approval

Erection of 2no.semi-detached single storey dwellings following the demolition of 1no existing dwelling at Broomhill, Broomhill Lane, Reepham – Application withdrawn

Variation of condition 2 of 20190928 for changes to first floor window and amendments (including window) to ground floor single storey extension at 7 Elizabeth Close, Reepham – Approval

TC20/80. CORRESPONDENCE

All correspondence received was circulated electronically. It was agreed to write a letter to the ambulance service following an incident in Stewards Close, where an elderly resident spent 3 hours on a pavement following a fall, awaiting an ambulance.

TC20/81. TO NOTE ITEMS OF LATE CORRESPONDENCE & REFER TO FUTURE AGENDA ITEMS

Future agenda items to include the repair of the Church Wall and Planters,

TC20/82. TO CONFIRM THE DATE OF THE NEXT FULL COUNCIL MEETING.

The date of the next Town Council meeting was confirmed as 7.30pm on Wednesday 14th October 2020. This meeting would be held via zoom unless current restrictions were lifted.

The meeting was adjourned at 21.32pm for the Stimpsons Piece Trustee meeting and reconvened at 22.10pm

TC20/83. TO CLOSE THE MEETING TO PRESS AND PUBLIC

Pursuant to section 1(2) of the Public Bodies (Admission to meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the Press and Public leave the meeting during discussion / approval of staffing matters – Clerks appraisal

A report was circulated by the Personnel Committee. Following a positive review, it was unanimously agreed to award the Clerk a pay increase in accordance with the budget, backdated to 1st May 2020 as proposed by Cllr Paterson.

TC20/84. TO CLOSE THE MEETING

There being no further business, the meeting was closed at 22.13pm.