



## Caen Meadow Committee – draft minutes

**A held-on Thursday 11<sup>th</sup> August 2022, 6.30pm  
at The Hub (URC), Norwich Road.**

Committee members present: Matt Bristo, Bill Dashley, Laura English, Cllr Barry Fiske (arrived 6.52pm), Cllr Angela Ireland, Ionie Lyons, Veronica Mowat, Nicky Nichols, Ruth Rhead, Nigel Robertson.

Also present: 2 members of the public.

Clerk: Clare Male (**Chair**).

1. **ATTENDANCE** – all present. Clerk thanked everyone for standing as Committee members.
2. **DECLARATIONS OF INTEREST AND REQUEST FOR DISPENSATIONS**  
Members are asked to declare any interests relating to the Committee, both disclosable pecuniary interest or other non-financial interests. Briefing on requests for dispensations on voting and when these might arise. See briefing notes “CMC committee notes for meeting”. Noted that five members of the Committee have properties adjacent to the Meadow.
3. **PUBLIC FORUM** – one member of the public expressed an interest in joining the committee.
4. **GOVERNANCE – See briefing notes “CMC committee notes for meeting”:**
  - a. What is a Parish Council, how is it funded and what is our relationship with Norfolk County Council, Broadland District Council and the Broads Authority?
  - b. How do Committees work and what is their role?
  - c. The role of the Chair, Vice Chair and the process of election.
  - d. The role of the Clerk.
  - e. Information management and communication.
5. **POLICIES – See briefing notes “CMC committee notes for meeting”:**
  - a. Code of Conduct & Social Media policy
  - b. Standing Orders
  - c. Caen Meadow Committee Terms of Reference – Clerk has created a first draft, which was reviewed. Discussed option to join meeting remotely, however members would not be able to cast a vote online. Agreed to meet monthly until Christmas. Agreed to accept new members. Clerk to update and circulate. **ACTION CLERK**
  - d. Caen Meadow draft Management Plan – a first draft has previously been created which collated all the legal information about the Meadow. This document will include the strategy and the operational plan for the Meadow and will be the working document for the Committee.
6. **PLANNING IN WROXHAM – See briefing notes “CMC committee notes for meeting”:**

- a. Broadland District Council and Broads Authority planning areas
  - b. Conservation Area
  - c. Article 4 areas – Three areas in the Parish. Two of them outside of this Committee. One covers the Meadows boundary with Holly Cottage to the north. Full details are on the website.
  - d. Wroxham Neighbourhood Plan
7. **CAEN MEADOW** – briefing from the Clerk on the different areas of the site and their legal status. The full details are in the draft management plan.
- a. Caen Meadow – leased from Trafford Estates on a 99-year lease from 1972. Annual rent from £1. Need to abide by the terms of the lease including no building and conditions for usage.
  - b. Trafford Memorial Ground (TMG) – area behind the staithe with benches. Owned by the Parish Council. Bequeathed by Trafford Estates by 1961. Not registered at Land Registry and this needs to be completed. This project didn't complete as the maps were of insufficient quality for a Land Registry application.
  - c. Castle Staithe – It is legally a "Common Staithe" which are common land. This was previously maintained by the Parish Council. When the quay heading needed replacing the Broads Authority agreed to take over responsibility to form part of their mooring offer under their Navigation commitments.
  - d. Malthouse Lane (MHL) – registered footpath with responsibility under Norfolk County Council. Parish Council has the grass cut. Historic issues with dirt bikes lead to the previous owner of 2, Skinners Lane and Trafford Estates installing a gate at the top on the junction with Church Lane. This is secured with a combination padlock and the code is available to those who want vehicular or greater access down the lane and to the slipway from the Clerk and 2 Skinners Lane. Unfortunately, the surface is poor.
  - e. The Dell – to the rear of TMG. Owned by Trafford Estates and fenced off and inaccessible. Church lane drains onto it. Not an area of WPC control or influence.
8. **FINANCIAL PROCESS AND BUDGET – briefing on:**
- a. Noted that Wroxham Parish Council hold the General Powers of Competence, allowing it to spend for all matters of parish benefit and not just within the powers of Parish Councils.
  - b. Financial and procurement regulations – on the website. Noted that the Clerk has a debit card that, within the Procurement regulations and budget, can be used to buy small items for maintenance and emergency items.
  - c. The role of the Finance committee. Where the detail of the budget is reviewed in detail. Meetings are in the public domain and minutes are on the website.
  - d. Revenue and capital budgets. The Council has a Capital budget for projects and a revenue budget is broken down into headings which makes up the costs of "Running the Council". The Committee has a capital and revenue budget which it has the power to spend. The revenue budget to the end of the financial year is £500 and excludes grass cutting, strimming and hedge cutting which are existing. The capital budget for CMC is £3,500 for this year and can be rolled over to next financial year. Any costs beyond these budgets will need to go to the Parish Council for approval as will any legal matters. The Committee will need to bid to Finance Committee for a budget for the next three years. The Council has committed to not increasing the precept for the next couple of years due to the cost-of-living crisis. The s38 and s106 adoption of Wherry Gardens will bring in a payment of £112K which will have to cover maintenance of that site for ten years but there will be about £50K remaining which can be used for other projects across the village.
  - e. Existing contractors – Garden Guardian have a three-year contract for grass cutting and strimming, which started in March 2022. Shaun Hearn Landscapes provide hedge cutting. A framework contract is in place with Target trees for tree works.
9. **ISSUES REGISTER** – reviewed the register, currently twenty-six items long. Needs to be prioritised.
10. **STRATEGY AND AGENDA GOING FORWARD** – round table discussion. Discussed usage of those from and from outside the village, including encouraging or discouraging use. Problems of parking on Church Lane with those coming from outside the area. Numbers have escalated since lockdown. Parking used to be available for up to thirty cars on Malthouse Lane. Issues with parking at Church and Football Club. Discussed previous attempts to make an additional recreational area

on Skinners Lane. Discussed issues of management of the natural environment; Friends of Caen Meadow group; anti-social behaviour; encouraging kayakers and paddle boarders to use MHL to access the water; surface of MHL prevents disabled access; wouldn't want better access to MHL to allow access for dirt bikes.

**11. ITEMS FOR NEXT AGENDA – 15<sup>th</sup> September 2022 at 6.30pm**  
Appoint Chair, terms of reference, strategy.

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