



## **PARISH COUNCIL MEETING - AGENDA**

You are hereby summoned to attend the Wroxham Parish Council Meeting in the Hub, Norwich Road on:

**5<sup>th</sup> September 2024**

Press and public welcome.

1. **ATTENDANCE** - To note those present and to consider apologies for absence.
2. **REGISTER OF INTEREST FORMS AND DECLARATION OF INTEREST** Members are invited to declare a previously undisclosed interest relating to any item on the agenda and to ask for a dispensation to vote on matters in which they have a disclosable pecuniary interest or other non-financial interests.
3. **MINUTES OF PREVIOUS MEETING** - to agree the accuracy of the final minutes of the Parish Council meeting of the **4<sup>th</sup> July 2024**.
4. **PUBLIC SPEAKING**
  - 4.1. To receive a report from Broadland District Councillors (BDC).
  - 4.2. To receive a report from Norfolk County Councillor (NCC) for Wroxham Ward and to note relevant points from the Broads Authority (BA).
  - 4.3. Public speaking - to allow the public to speak on any Parish matter up to 5 minutes each and not exceeding 15 minutes in total.
5. **MATTERS ARISING FOR INFORMATION ONLY**
6. **PLANNING – Cllr Martin**
  - 6.1. **New development at Rackheath (GT16)** - 3,850 homes, 2 primary schools, 1 secondary school, 2 local centres, employment land, parking, open spaces, orchards and allotments, utilities and pedestrian and cycle infrastructure. Broadland District Council and the closing date for comments is the 29<sup>th</sup> August. Extension of time 6<sup>th</sup> September. Application number is 20220663.
  - 6.2. **Planning applications:**
    - 6.2.1. Bureside, 6 Skinners Lane. Erection of a new pool house, gym, garages and orangery. Broads Authority application no BA/2024/0269/HOUSEH – no objection, comments made.
    - 6.2.2. 36, Stevenson Road, NR12 8FE. Single storey side extension. Broadland District Council application number 2024/213 – no objection, comments made.
  - 6.3. To discuss any **new planning applications** since the agenda was issued.
  - 6.4. To review the **tree works applications** in the appendix – **Cllr Joynson**.
7. **FINANCIAL MATTERS – Cllr Joynson**
  - 7.1. To review this period's financial position:
    - 7.1.1. To note total bank balances for period and sign the bank reconciliation.

Unity Bank current account	£9,938.15
Unity Bank instant access saver	£45,021.96
Redwood Bank	£10,000.00
CCLA Public Sector Deposit Fund	£90,430.24
<b>Total in bank</b>	<b>£155,390.35</b>
    - 7.1.2. Receipts - to note receipts in the period.
    - 7.1.3. Payments - to agree payments as recorded in the presented schedule.
  - 7.2. To note that the Finance Committee meeting will now be quarterly, reduced from bimonthly. The next meeting will be the 15<sup>th</sup> October.
  - 7.3. To note the minutes of the Finance committee of the 16<sup>th</sup> July.
  - 7.4. Audit – to note that this has been concluded and there were no comments made.

8. **ACTION PLAN REVIEW** – to review list of potential projects for 25/26 and agree a further meeting to discuss – **Cllr Mantle**.
9. **NEIGHBOURHOOD PLAN – Cllr Nunn** – to receive a presentation on progress and presentation of the options going forward.
10. **LIAISON WITH OTHER BODIES**
  - 10.1. To receive a report from the latest Multi Agency Group meeting re flooding – **Cllr Mantle**.
  - 10.2. To note the date of a meeting with Anglian Water at Belaugh – 9<sup>th</sup> September.
  - 10.3. To note the renewal of the Asset of community value for Wroxham Library.
  - 10.4. Trafford Estates – to discuss the notes from the meeting of the 1<sup>st</sup> August. To review:
    - 10.4.1. Request to cut the permissive footpath alongside The Avenue on a regular basis.
    - 10.4.2. Request to relocate the bus shelter on the field side of the Salhouse Road.
  - 10.5. Town & Parish Council Forum – 7<sup>th</sup> August and next date? Tuesday 10<sup>th</sup> September 3pm – 4pm.
  - 10.6. Hoveton & Wroxham Scouts – **Cllr Mantle** to attend the AGM on the 9<sup>th</sup> September.
11. **FOOTPATHS TO SALHOUSE** – update from NCC.
12. **RECREATION SPACES**
  - 12.1. Agnes Gardner King Playground updates – **Cllr Joynson**
    - 12.1.1. Replacement of timber steps and handrail.
    - 12.1.2. Cleaning of tarmac and quotes for line markings and a basketball hoop.
  - 12.2. Caen Meadow – **Cllr Mantle**.
    - 12.2.1. To note the working group meeting minutes and in particular, discussion around a warden.
    - 12.2.2. Update on the management plan
    - 12.2.3. Signage – to discuss a request for three additional signs.
    - 12.2.4. To note ongoing issue with life rings not being trimmed around.
    - 12.2.5. To note complaints about parking from residents.
13. **WHERRY GARDENS – Cllr Martin**
  - 13.1. To discuss the outcome of on-site meeting of the 20<sup>th</sup> August and agree priorities for capital and any revenue/maintenance issues.
  - 13.2. Update on quotes for replacement trees on the central swale.
  - 13.3. Playground - to review quotes for safety matting.
14. **TREE MANAGEMENT – Cllr Joynson** – to review quotes for winter 24/25 works. To note recent oak large limb drop over Keys Drive and subsequent additional works added to the specification.
15. **HISTORIC & BURIAL SPACES – Cllr Mantle. St Mary’s Churchyard** – Churchyard wall update.
16. **GOVERNANCE AND ADMINISTRATION**
  - 16.1. Agree revised Roles & Responsibilities document – **Cllr Mantle**
  - 16.2. Propose to adopt the LGA Code of Conduct (distributed 06/08/2024).
17. **CORRESPONDENCE**
  - 17.1. Request for hedgehog crossing signage on The Avenue.
  - 17.2. Offer of sponsorship/assistance from McDonalds of Hoveton.
18. **DATE & ITEMS FOR NEXT MEETING** – 3rd October 2024

## APPENDIX – TREE WORKS APPLICATIONS

1. Yeoman House, Beech Road, Wroxham, Norwich  
Proposal: T1: Yew - crown raise eastern canopy to 3m, crown reduction on eastern canopy from 4m to 2.5m T2: Lime - remove lowest branch to the east at 4m. T3: Sycamore - remove lowest branch to the east at 5m. T4: Yew - crown raise eastern canopy to 3.5m, reduce eastern canopy from 4m to 3m. T5: Lime - reduce lowest branch to the east from 8m to 5m, reduce second branch up to the east from 6m to 3m. T6: Sycamore - crown reduce eastern canopy to provide 2.5m clearance from the side of the house. T7: Sycamore - remove major deadwood.  
Deadline 31<sup>st</sup> July. Broads Authority application Number: BA/2024/0264/TCAA
2. 2024/2105 | T1, T2 Beech - Current height 15m, current width combined 10m. Reduce both crowns by 25%. Proposed height 11.25m, width 7.5m. Remove dead, raise lower titorial branches to 4m from ground level. G1 6 x Leylandi - Dismantle all to 2m monoliths. T9 Holly. T10 Leylandi. Fell both to ground level. T3 Sweet Chestnut - Fell. T8 Yew - Fell. T11 Cedar - Fell. G2 Sycamore, Holly, 2 x Fir trees, 1 x Birch - fell all leaving the young Oak to grow. T4 Oak. - Reduce down by approximately 50% to suitable growth points at 12m high. T5 mature Oak - 50% crown is over the Highway, lots of large dead and die back in upper crown, reduce entire crown by 50% to create new main structure. current height 22m, current width 12m. Proposed height 11m, width 6m. T6 Lime - reduce/repollard to old pollard points 10m up the main single stem, remove basal epicormic growth. T7 Oak - reduce entire crown back to previous pollard points | Wroxham Cottage 15 The Avenue Wroxham Norfolk NR12 8TN
3. 2024/2149 | T1 - ht 12m - Silver Birch - Remove T2 - ht 12m/4.4m - Silver Birch - To remove deadwood & reduce the crown by a maximum of 2m T3 - Chestnut ht 14m - To tidy up cut from limb failure & to remove the dead bough T4 /5 - Conifers ht 6m - Remove T6 - Neighbours trees overhanging (4 x sycamores ht 12m) to reduce overhang back by up to 3m | 165 & 165A Norwich Road Wroxham Norfolk NR12 8RZ
4. T1 Betula - Fell T2 Taxus / Fagus Hedge - reduce by 1m & trim property side T3 Quercus robur - reduce by 1.5m max to suitable secondary growing points - 55 Charles Close Wroxham Norfolk NR12 8TT
5. 2024/2318 | Sycamores T30-34: Dismantle and fell to ground level 4 out of 5 sycamores located in grouping on northern boundary. Oak T44: Remove poor quality overhanging branch. Sycamore T27: Remove overhanging branches to ridge level of house. Yews T25, 26 & 28: Selectively thin by up to 20% to improve light and airflow throughout. Additionally, trees 25 & 26; sympathetically reduce spread to ensure clearance to house of at least 1.5m. Bay S1: Thin this multiple stemmed mature shrub by approximately 20%. Sycamore T20: Remove failing north limb back to main trunk due to signs of distress throughout this limb including a number of dead branches, poor leaf coverage and snapped leader. Remove any further branches identified during works. Sycamore T38: Remove failing north limb back to main trunk at approx. 1.5m elevation due to poor condition of limb, and notable bark inclusions at trunk. Lift remaining crown to 3m above ridge height of adjacent building. Lime T6: Lift crown to 2m above ridge height of adjacent building. Lime T40: Remove lower branches to a trunk height of 4m to eliminate overhanging foliage restricting driveway access. Current foliage hangs to less than 1.5m above driveway. Hollies T16-18: Sympathetically reduce spread to the north. Dead Tree T23: Fell to ground level. Young Laburnum to be planted close to location to replace failed tree. Sycamore T5: Fell to ground level.  
(Extension to previously approved application 20221332 to allow completion of approved works) | Keys Hill Lodge 55 Keys Drive Wroxham Norfolk NR12 8SS