

OVERSTRAND PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 5 SEPTEMBER 2018 IN THE PARISH HALL

Present: Cllr B Stratton (Chairman), Cllr G Partridge (Vice-Chairman)
Cllrs J Begley, A Debbage, V Hastings, A Page, J Pelton, R Smith

Members of Public: - 7

Clerk: Mrs June White

1. Apologies for Absence

Cllr T Bennett sent his apologies due to ill health

2. Members' Declaration of Interest and Requests for Dispensation

Cllr Stratton declared an interest in item 11.2 on the agenda and was given a dispensation to speak.

3. Minutes of Previous Meetings

3.1 Members agreed the Minutes of the Full Council Meeting, held on Wednesday 1 August 2018 and they were duly signed by the Chairman.

4. Chairman's Announcements

The Chairman announced that he had installed the new tide table which goes to December.

5. County & District Councillor Reports

County Cllr E Maxfield sent his apologies, as there was nothing to report.

District Cllr A Fitch-Tillett reported the following:

- The September Cabinet authorised The Coastal Zone Planning Statement of Common Ground allowing cross civil boundary working for Integrated Coastal Zone Management. However, each authority will produce detailed planning policies within their individual Local Plans.
- Financial support for Living with Care was approved for a Development in Fakenham.
- Investment in Council owned Public Toilets was approved.
- The engagement of a Barrister to represent the Council in the various wind farm applications authorised.
- The proposed takeover of the Norfolk Fire Service Management by the PCC was not supported.
- Financial support for the Industrial Site at Egmere was agreed.
- In respect of Overstrand issues, the 106 donation from Hopkins was finally resolved.
- Outcome of the White Horse Planning Appeal was still pending.
- I received a complaint that the gullies beside the western zigzag needed cleaning out. Brian Farrow has agreed to action this.
- There are several live planning applications that I am monitoring.

6. Police Report

The Clerk informed Members that one crime had been reported in Overstrand for June 2018. It was categorised as a violence and sexual offence, which took place near Tower Lane.

7. Affordable Homes

Nicky Debbage from NNDC gave a talk to Council on affordable homes, explaining:

- The Housing need in Overstrand
- Exception Housing Schemes
- Community Led Housing
- Possible Sites
- How to take things forward

Members agreed the talk was very interesting and the Chairman thanked Nicky for attending the meeting. Members agreed to put this item on the next agenda for discussion and asked Nicky to seek pre-planning advice from Planning colleagues on the potential sites (see "Affordable Housing" paper attached).

8. Public Participation Time

The Chairman closed the meeting to allow Members of the Public and any Councillors with prejudicial interests to speak.

- Two members of the public asked Nicky Debbage questions in respect of affordable housing.

The Chairman re-opened the meeting.

9. Planning

9.1 To consider the following planning applications:

EF/18/1523 Certificate of Lawful development for proposed development: Erection of single storey rear extension
19 Mundesley Road, Overstrand, Cromer, NR27 0PT

Members resolved not to object this application but would like to comment with the usual caveats in respect of water and lighting.

9.2 The Clerk reported that the S106 payments in respect of Hopkins Homes will be paid into the bank at the end of the month.

10. Finance

10.1 Members agreed the payments and receipts for August 2018

10.2 Members accepted the bank reconciliation up to 31 August 2018

10.3 The Clerk reported that she had received the External Auditor Report 2017/18 as follows:

- On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

11. General Purpose and Amenities

11.1 To receive reports from Members on subcommittees

- *Parish Hall* – The Clerk reported that the new key safe had now been fitted.

- *Allotments* – The Clerk reported that the annual rental letters had gone out together with GDPR information.

- *Web/Publicity* – Cllr Page reported that there had been 742 users on the website over the last month with 659 of those being new users. 44.5% of the visitors used desktops to visit the site, 25.1% tablets and 30.5% mobiles.

- *Events/Entertainment* – see agenda item 13

- *Street Lighting* – see agenda items 11.3 & 11.4

11.2 Members resolved to accept the quotation of £240.00 + VAT to update the two map boards and the information point from CTIS. Cllr Stratton did not vote on this agenda item.

11.3 Members resolved to accept the quotation from TT Jones to rectify the faults on the streetlights following their annual inspection. The Clerk informed Members that she had contacted the owners of the trees etc to be cut back and some of this work had already been completed by the landowners.

11.4 Members considered the quotation from TT Jones to number the 28 street lights and agreed that they would like further information from TT Jones in respect of what is going to be said with the numbers and the lifetime of the numbers. It was agreed to put this on the next agenda.

12. Represented Groups

12.1 There was nothing to report in respect of the North Norfolk Coastal Forum:

12.2 There was nothing to report in respect of the North Norfolk Parish and Town Council Forum.

13. Events

13.1 Cllr Partridge reported that plans have yet to be confirmed for the Armistice Centenary Commemorations. He is hoping to have 3 main elements as follows:

- WW1 popular songs sung by the Overstrand Community Choir
- War poems
- Ceremony, which will include the last post, a prayer, short form of words as to why and what is being remembered and bugler and beacon lighting.

13.2 Members agreed that Cllr Page would lay the Poppy wreath at the Remembrance Service.

14. Parish Partnership Scheme

13.1 Members agreed that they would apply for a Parish Partnership Scheme but still needed to confirm the project. Project deferred to the next Council meeting.

15. Bus Shelters

15.1 Members agreed that Cllrs Stratton, Pelton and Smith should be on the Working Group to look at bus shelter options.

16. Community Speed Watch

16.1 The Clerk informed members that a Community Speed Watch (CSW) team is now set up in Overstrand and have carried out a couple of sessions. CSW have reported they feel, following their checks that a flashing sign identifying the speed to drivers would be a good idea. Members agreed that CSW should be congratulated on the work they are doing.

17. To Report any other Business

17.1 The Clerk reported that unfortunately, the Community Payback Scheme would not be able to carry out the works from 17 to 21 September as previously agreed as they have been advised to cancel all projects that are not up and running until 2019 due to lack of offenders.

17.2 The Clerk reported that one week after the notices had been placed in the bus shelters they were removed. In that time the Clerk had received over a dozen complaints. Sanders were not happy about the notices and a meeting has been agreed between Sanders and OPC on 10 October at 10am in the Parish Hall. It was agreed to put this on the next agenda in order for a Council representative to be agreed to accompany the Chairman and the Clerk to the meeting.

17.3 The Clerk informed Members that the bench on Coast Road/Mundesley road had been repaired and thanked Mr White for his hard work in sourcing the wood and sanding it down and thanked Cllr Pelton for fitting it. Cllr Pelton informed Members that he had also repaired the bench in the Parish Sign gardens; however, felt that this would need replacing next year. The Clerk agreed to include this in the budget.

18. Correspondence

18.1 No correspondence had been received

19. Date of Next Meeting

The date of the next meeting of the Parish Council will be held on Wednesday 3 October 2018 in the Parish Hall at 7.30pm.

There being no further business the Chairman closed the meeting at 9.20pm

CHAIRMAN:

DATE:

OVERSTRAND PARISH COUNCIL
BANK RECONCILIATION
31-Aug-18

BANK STATEMENTS

Bank balances as at 31 August 2018		
Deposit Account	£25,000.00	
Treasurer's Account	£16,360.04	
Shoreline Management Account	£3,963.89	
Total cash in bank at 31 August 2018		£45,323.93
(a cumulative total of all balances listed above)		
Less uncleared invoices at 31 August 2018	-£305.00	£45,018.93
BACS - PKF Littlejohn LLP - External Audit (240.00)		
C144 - Cleaner - Parish Hall Cleaning August (£65.00)		
Add unbanked cash at 31 August 2018	£99.89	£45,118.82
Net balance as at 31 August 2018		£45,118.82

CASH BOOK

Cash book opening balance at 1 April 2018		£38,731.00
Add receipts during the year	£16,556.27	£55,287.27
Less payments during the year	£10,168.45	£45,118.82
Cash book closing balance		£45,118.82

Overstrand Parish Council – Payments and Receipts for August 2018

Date: August 2018							
V No.	Payee	Detail	Pm't Method	Net (£)	VAT (£)	Gross (£)	Receipts (£)
Ex36	Screwfix	Parish Hall Key Safe	DC	12.50	2.49	14.99	
Ex37	Dynamic Fireworks	Fireworks for 03/11/18 Event	BACS	1,438.14	287.66	1,725.80	
Ex38	PKF Littlejohn LLP	External Audit	BACS	200.00	40.00	240.00	
Ex39	EON	Street Light Energy	DD	123.43	6.17	129.60	
Ex40	HMRC	PAYE	BACS	10.58	0.00	10.58	
Ex41	J White	Salary, Phone & Home Allowance	BACS	761.27	0.00	761.27	
Ex42	Cleaner	Parish Hall Cleaning - August	C144	65.00	0.00	65.00	
Ex43	Ryman	Storage Boxes for Accounts	DC	8.32	1.67	9.99	
Ex44	Post Office	24 x 2nd Class Stamps	DC	13.92	0.00	13.92	
PC3	Jewson	Wood for Bench @ Coast Road	Cash	16.80	3.36	20.16	
In8	White Horse	Website Advert	BACS				25.00
In9	Various	Website Adverts & Flag	BS81				77.00
In10	Gardinia Cottage	Website Advert	BACS				25.00
Ex45	WD £100 for Petty Cash						
TOTALS				2,649.96	341.35	2,991.31	127.00

Signed:

Date:

A potential small development of affordable homes for local people in Overstrand – update September 2018

Background

There is a need for affordable homes for local people across North Norfolk. In places where the number of holiday and second homes is high this is a particular issue – as house prices tend to be higher in these areas and the supply of housing available (to rent or buy) reduces as homes are bought for holiday use. North Norfolk District Council (NNDC) is particularly keen to work with parishes where the levels of holiday and second homes are higher (10%+) to help build small numbers of affordable homes for local people – and to do this with genuine community involvement. NNDC has some funding available to help make this possible.

Housing need in Overstrand

Overstrand is a village with high levels of second & holiday homes (97 of 584 homes are second or holiday homes, which is 17%) and there are issues of affordability of homes in the parish:

- 37 homes have sold in Overstrand in the last year at an average price of £356k
- Lower quartile house prices in the area are nearly 11 times lower quartile earnings
- Only four homes were available to rent within a mile of Overstrand (none in the village) and the typical monthly rent of a 3-bed home is over £1000
- There are only sixteen affordable (ex-council) houses left in the village – none have become available to let in the last year
- There are 79 households on the NNDC housing list with a housing need and local connection to Overstrand (or the adjoining parishes of Northrepps and Sidestrand) – an increase of 6 since April

Exception Housing Schemes

Whilst development in much of North Norfolk is very constrained, in recognition of the real need for affordable homes, NNDC's Planning policy does allow for some building of affordable homes in areas outside of the main towns and large villages. The policy, which is known as the Exception Housing Scheme policy, only allows for small developments – typically 10 homes or fewer – where there is a proven need for the homes. Priority for any new homes built would be to people with the strongest local connection (a connection to the parish and/or one of the adjoining parishes through current/ former residence, current work or close family). To ensure any new homes are sensitive to the parish, new homes cannot be built in isolated positions and must be connected to the existing settlement, so sites must adjoin 10 or more existing homes or be close to a Settlement Boundary (for Towns and Service Villages). All other planning requirements would also need to be met before any scheme could be approved – such as highways, access, drainage, utility connections, design and ecology issues.

Community Led Housing

NNDC is also keen to work with parishes to involve communities in the development of new affordable homes. This means communities fully involved in consultation about the need for homes and any proposed development, but could also mean the community taking a real lead in any development and in a way that could bring wider benefits to the village. There are a range of different models of community-led housing but all share common themes: homes must meet the needs of the local community, local people play a key role and are involved in key decisions throughout any development, and the community are involved in long term ownership, management or stewardship of homes.

Possible Sites

Overstrand is currently, in Planning Policy terms, a Coastal Service Village so some development is allowed. Sites were allocated for development in the village, and one developed. Limited affordable housing was delivered from this scheme (6 rented, 2 shared ownership homes) and, as these were general needs homes, they were let to households in the highest need – with no priority given to those with local connections to Overstrand. The developing Local Plan recommends Overstrand as an in-fill village; where only very limited development will be possible (but where an Exception Housing Scheme would still be possible).

To build a small development of affordable homes (either as a 'normal' Exception Housing Scheme or with greater community involvement as Community Led Housing) some key ingredients are needed:



Local need for affordable homes



Suitable site & willing landowner



Developer to work with

To identify a potentially suitable site we have:

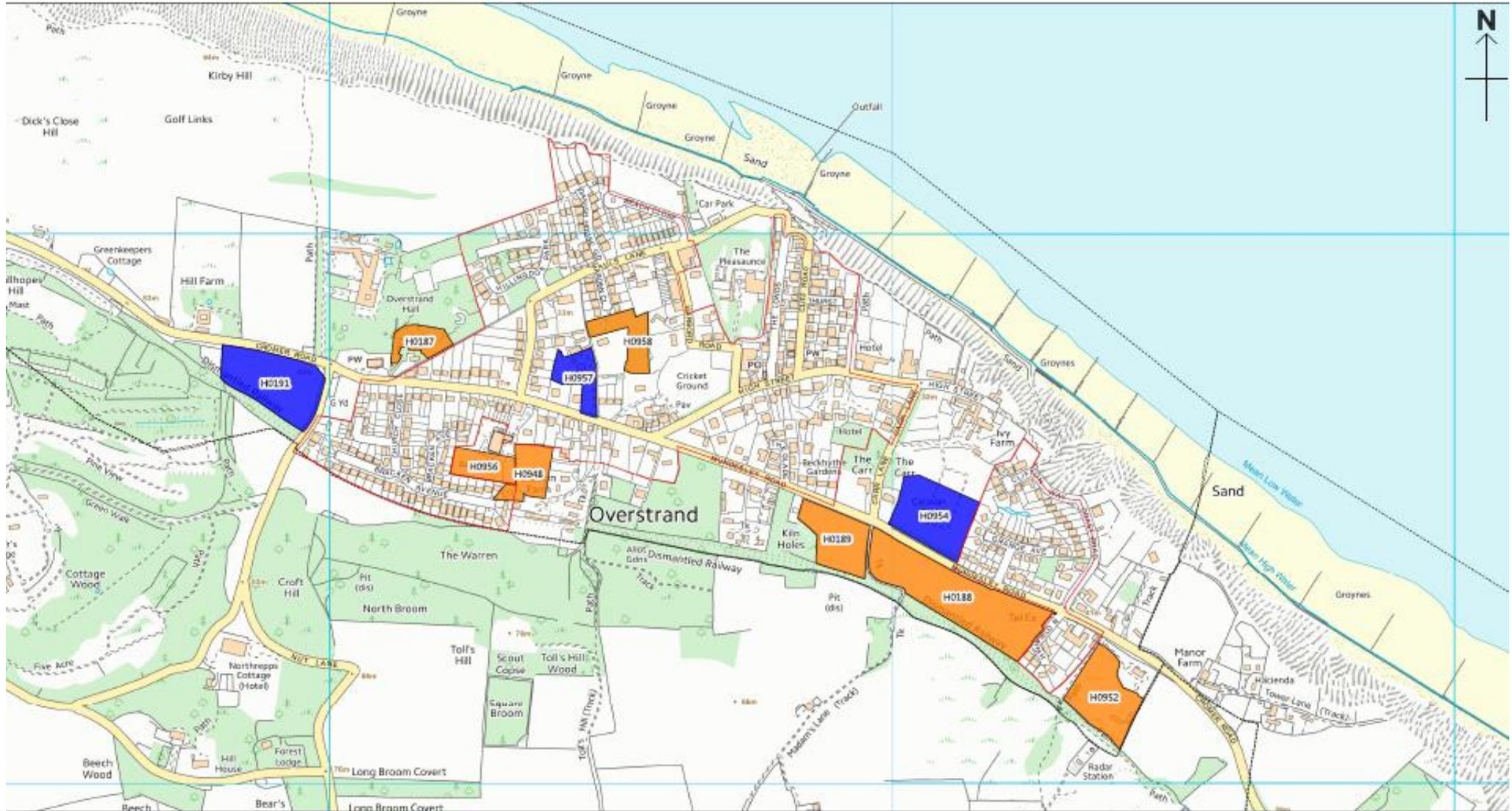
- Looked at sites identified as part of the development of the new Local Plan and included in the Housing & Economic Land Availability Assessment (<https://www.north-norfolk.gov.uk/media/3339/helaa-part-1-appendix-7-site-maps.pdf>) some of which will have been put forward by landowners via the “call for sites”.
- Carried out a rudimentary site search – involving a desktop/map search and site walkabout.

This approach has identified 7 potential sites for an Exception Housing Scheme, of which 5 appear to be more suitable. **N.B. at this stage this is a very initial site search and it may be that none of these sites are suitable or available so please treat this information with caution and in confidence.**

We would very much appreciate the Parish Council’s views on these, and any other, potential sites and what the next steps might be, for example we could:

- Contact land owners to find out if they are interested in sale of site for affordable homes
- Consult villagers on the idea of and potential location of a small development of affordable homes and ask about support for a community led housing scheme
- Seek pre-planning advice from Planning colleagues on the potential sites (all or only those favoured by the parish council)

Nicky Debbage, Local Housing Enabler (email nicky.debbage@north-norfolk.gov.uk)



Overstrand

Less Constrained residential / mixed use site
(the assessment indicates no significant constraint)

The above sites have been assessed using the HELAA Methodology to determine if they should be included in the overall capacity of available development land in North Norfolk. Please refer to the HELAA Appendices for further details on each site. Please note: No decisions have been made regarding the future of these sites.

Housing & Economic Land Availability Assessment (2017)

 Existing settlement boundary

 **Less Constrained** residential / mixed use site
(the assessment indicates no significant constraint)

 **More Constrained** residential / mixed use site
(the assessment indicates a constraint which is less likely to be overcome)

Scale 1:10000

CB

09/06/2017

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