

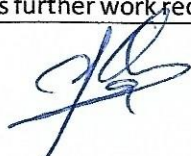
HOLBROOK PARISH COUNCIL

Minutes of the virtual meeting of Holbrook Parish Council held on a remote platform on Monday 15th June 2020 at 7.30pm, due to COVID-19.

Present: Cllr J Ambrose (Chair), Cllr Peck, Cllr S Ingleton, Cllr C Sawyer, Cllr D Martin, Cllr M Holmes, Cllr C Holmes, Cllr C. Graham, Cllr R. Fisk and Cllr R. Allinson.

In attendance: Mrs Linda Goodyear (Clerk), District Councillor M McLaren and 4 residents were present.

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| HPC2006/01 Apologies: County Councillor Wood and Cllr Abbott due to technical issues. | |
| HPC2006/02 Declarations of Interest: Cllr R Allinson in relation to item 6.01 on the agenda. | |
| HPC2006/03 Public Forum: Babergh District Council: District Councillor McLaren had circulated her report prior to the meeting. There were no questions raised. Cllr Ambrose advised that she may be contacted regarding the grant application for her thoughts on the new Reade Field Play Area. District Councillor McLaren kindly advised that she would support the application. Suffolk County Council: County Councillor Wood had circulated his Parish Report previously to all Councillors. He was not in attendance and no questions were requested. Concern was raised over the delay in the contribution towards the speed sign, which has taken considerable time. The Clerk advised that this has been chased. Residents: Residents were in attendance to discuss the re-consultation of planning application DC/20/01474. Each resident was given the opportunity to express their concerns which were around the width of the road, the rural nature of the location and AONB, the use of the road for walking, cycling and running by residents, using private footpaths, cramped nature of the buildings, drainage, impact on local cottages and no landscape appraisal. It was felt that the new documentation had not changed anything. A long and detailed discussion took place. Further details on the Parish Council's decision can be seen under 8.02. | |
| HPC2006/04 To consider and approve Minutes of the Parish Council meeting held on 18th May 2020: It was proposed by Cllr M. Holmes and seconded by Cllr Ingleton, that the minutes of the meeting held on Monday 18 th May 2020, be approved. All were in favour. | |
| HPC2006/05 Business remaining from previous meetings and ongoing projects: 5.01 To receive an update on the actions from the previous meeting: The Clerk advised that she has requested quotations from three companies for the removal of the matting and three structures in the Play Area. A list of areas for the Community Self Help Scheme had been completed. The guidance on Good Neighbourhood Schemes had been circulated and Cllr Fisk had contacted the local schools regarding Holbrook Helpers. 5.02 To receive an update on the Reade Field Working Group: Cllr Ambrose advised that he had received a reply today from Babergh District Council from the Officer dealing with the grant application. They have provided the final documentation for completion. He hopes that by the next meeting final confirmation will have been received. The Clerk advised that she had contacted Playquip regarding a possible slot for the new Play Area to be installed and they had advised that August or October was possible. To book a slot they would require a 50% deposit. A discussion took place and concern was raised about providing a deposit without the grant being secured. It was decided that October would be the date to aim for. The Clerk advised that the Play Area Inspection was due in May and asked if the Council would like it booked. A discussion took place, which resolved in the decision to undertake the inspection to ensure that it is safe for re-opening. 5.03 To receive an update on the Neighbourhood Plan:- Cllr Ambrose advised that there is no update at present. 5.04 To receive an update on the Community Self Help Scheme:- Cllr Ambrose advised that the Chairman of the CSHS is currently completing a risk assessment for the Scheme. Unfortunately, at the moment no work can commence. 5.05 To receive an update on the Holbrook Helpers:- Cllr Fisk advised that every week he circulates an update on the work completed. He advised how it is important not to lose momentum with setting up a Holbrook Good Neighbourhood Scheme, when the Emergency Legislation is lifted. In order, to move forward there is further work required around DBS checks | |

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and data protection compliance. There is currently an issue with finding a volunteer to lead on this project in the future. A discussion took place and it was agreed that the GNS would be separate from the Parish Council and it was hoped that with local advertising in the Parish Papers etc that this post could be successfully filled. Cllr Ambrose advised that the money paid out to support residents has now all been refunded.

5.06 To receive an update about the replacement water main:- Cllr Ambrose advised that Anglian Water had put up traffic lights and signs out to protect pedestrians he also provided and update on how works were progressing. There has been positive feedback about the Anglian Water employees and how helpful they have been. There should have been a letter sent out to all residents, but this hasn't been seen yet.

HPC2006/06 Correspondence received requiring a response and new business:

6.01 To discuss request to purchase a parcel of land on Alton Green:- Cllr Ambrose provided background on the parcel of land and maps of the area. Details of the request by the resident and the legal advice provided was circulated prior to the meeting. The resident was in attendance and provided an explanation to Councillors as to the reasons behind the request to purchase the land. Many questions were raised and the importance of transparency to other residents was expressed. The discussion concluded with the request for the Clerk to obtain two valuations for the land, which should be brought back to the Council for further consideration. Cllr Ambrose thanked the resident for attending and we will continue to keep them updated with progress.

Clerk

6.02 To discuss the Babergh District Council Social Distancing Guide: The guidance had been circulated prior to the meeting. Cllr Ambrose went through the various areas of the village and contact points e.g. co-op. The only concern that was raised was with the queueing outside of the surgery, which was forcing pedestrians into the road. A discussion took place and it was agreed that the Clerk should contact the Practice Manager, to see if a solution could be found.

Clerk

6.03 To review and approve the Emergency Plan: The revised plan had been updated by Cllr Sawyer and circulated prior to the meeting. A discussion took place regarding further items to add but it was decided that the document would remain as it was. Cllr Sawyer was congratulated on a brilliant piece of work. The plan was proposed for approval by Cllr Allinson and seconded by Cllr Ingleton. All were in favour.

6.04 To review and approve the Document Retention and Dispensations Policies: The Clerk advised of the changes made to the policies. They were proposed for approval by Cllr Allinson and seconded by Cllr Sawyer. All were in favour.

6.05 Update on the Clerks Vacancy: The Clerk advised that the advert had been placed and the closing date for applications will be the 22nd July 2020. The interviews will take place on the evening of Thursday 6th August. If anyone is available to volunteer to be on the interview panel, please let the Clerk know. All documents are available on the website.

HPC2006/07 Finance:

7.01 Financial report from Responsible Financial Officer: A financial report was presented by the RFO. There were no questions.

7.02 Payments to be authorised:

Payments for the following amounts were proposed to be made by Cllr Fisk and seconded by Cllr Ingleton, approved by all present.

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|------------|--------------------------------------------------|---|--------|
| 16/06/2020 | Mrs L Goodyear – Parish Clerk Salary | £ | 555.16 |
| 16/06/2020 | Mr P Goodchild – Community Caretaker Salary | £ | 181.52 |
| 15/06/2020 | HMRC – PAYE | £ | 45.40 |
| 15/06/2020 | Mrs L Goodyear – Clerks Expenses | £ | 40.39 |
| 15/06/2020 | Eon - Pavilion Electricity | £ | 13.45 |
| 15/06/2020 | Information Commissions Office - Data Protection | £ | 35.00 |
| 15/06/2020 | SLCC - Membership | £ | 126.00 |
| 15/06/2020 | O.Abbott – Reade Field and Church Green Cutting | £ | 220.00 |
| 15/06/2020 | J.Ambrose - Expenses | £ | 44.80 |
| 15/06/2020 | Suffolk Advertising – Clerk Advert | £ | 75.00 |
| 15/06/2020 | 1 st Prize Reade Field Lottery April | £ | 33.00 |
| 15/06/2020 | 2 nd Prize Reade Field Lottery April | £ | 19.80 |
| 15/06/2020 | 3 rd Prize Reade Field Lottery April | £ | 13.20 |

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HPC2005/08 Planning Matters:

8.01 To receive an update on the status of planning applications, appeals, enforcement referrals and plans previously reviewed:

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DC/20/01292 - Listed Building Consent - Conversion of Heritage Centre space to create Cafe. Refurbishment of Conference room. Royal Hospital School, Holbrook, Ipswich. **Granted**

DC/20/01412 - Householder Application - Erection of garage. Brick Cottages, Harkstead Road, Lower Holbrook, Holbrook, Ipswich, Suffolk, IP9 2RJ. **Granted**

08.02 To consider planning applications received:

DC/20/01370 - Proposal: Reserved Matters Application for details of Landscaping, Layout, Scale and Appearance relating to DC/18/01256 - Erection of 4 no. single storey detached dwellings and vehicular access, as amended by drawing received 16th May 2020. Land South of Church Green Cottages, Church Hill, Holbrook, Suffolk. Cllr Ambrose outlined the changes in the application. A detailed discussion took place and it was agreed that many of the original objections made by the Parish Council still stand. It was proposed by Cllr Allinson and seconded by Cllr Ingleton to **recommend refusal** on the following points:-

- The application is not consistent with the outline planning permission (DC/18/01256) for 4 single storey dwellings.
- The outline planning permission for this site (DC/18/01256), condition 21, stipulates "The development hereby approved is limited to single storey dwellings only". This new application purports to be for "Erection of 4 no. single storey dwellings and vehicular access".
- The proposed plans/elevations for application DC/20/01370 clearly show 3 no. single storey dwellings and a fourth dwelling of at least one and a half storeys, with upstairs bedrooms and bathrooms. Approved Document B (Fire Safety) - Volume 1: Dwellings (2019 edition) of the building regulations defines a single storey building as: A building that consists of a ground storey only... A separated part that consists of a ground storey only, with a roof to which access is only provided for repair or maintenance, may be treated as a single storey building.
- The Parish Council's original objections to DC/18/01256, regarding the vehicular access on to Church Hill, development within the AONB and concerns regarding the retainment of hedges/trees for landscape and aesthetic purposes still stand.
- We also support the AONB officer's comments that, although this new application does give some additional information on landscaping, condition 17 of the original planning decision (the submission a detailed landscaping scheme) and condition 18 (submission of a landscape management plan) have yet to be met.
- We acknowledge that condition 15 of the original planning decision does not require detailed submission of an appropriate badger survey until prior to commencement, but we would request that additional details are submitted at the earliest opportunity.

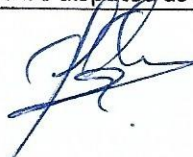
DC/20/01474 – Re-consultation Hybrid Application. Outline planning application for the erection of 4no self-build/custom-build detached dwellings and Full Planning Application for the erection of 5no two-bedroom dwellings, with vehicular access off Hyams Lane and pedestrian access to Church Hill. Land South of Honeysuckle Cottage, Little Orchard, Holbrook, Suffolk. Cllr Ambrose was able to show all the maps on the screen and highlighted the requirement for a splay which will mean that verges will have to be removed. Cllr M.Mclaren tried to get the application considered by the planning committee but this was not possible. Prior to the meeting Cllr Allinson had produced a detailed report on the application that had been circulated. A long and detailed discussion took place and with many questions being raised. It was proposed by Cllr Martin and second by Cllr M.Holmes to **recommend refusal** on the following points:-

- The site plans fail to identify the presence of the Fire Station (referred to as FS) drill tower – this structure is approx. 12m tall and is circa 10m from the proposed site boundary to the north of the FS and approx. 9m from the boundary to the west of the

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FS. It is roughly in front of plots 3 and 4 and, given the elevations, would cause privacy issues in these two dwellings.

- The proposed 0.5m to 1m gabion retaining wall to the eastern boundary of the site (boundary with the FS) would serve to increase the relative height of the ground level and drill tower in relation to proposed site.
- The drill tower is an essential part of ongoing training and is used regularly, with high volumes of water being sprayed from ground level up into the tower or down from the tower. With the wind regularly coming from the south or east, spray from this essential training is likely to affect a number of the proposed plots.
- The proposal to reduce the height of conifers on the eastern and southern boundaries, is also likely to cause unintentional noise and light disturbance when the fire appliances return late from an incident.
- A condition of the Highways response stipulates a visibility splay with an X dimension of 2.4 and a Y dimension of 43m and thereafter retained in the specified form. It is unclear how this can be achieved in practice and there is a concern that any response from Highways has been based on this being feasible.
- The proposed road widening shows the visibility splay looking eastwards towards Church Hill as consisting of grass. The area between Hyams Lane and the boundary fence of the FS is an almost continuous hedge, running west from where the footpath terminates to the eastern edge of the proposed site.
- In order to achieve the necessary 43m x 2.4m visibility splay consisting of grass, this hedge would need to be removed to facilitate this. The hedge is mixed species which not only forms an aesthetic part of the landscape of Hyams Lane, but also acts as a barrier between the FS and houses on Hyams Lane, mitigating any impacts of noise and light during operational times. Removal would significantly reduce the privacy between the houses on Hyams Lane and the FS.
- This hedge is also directly opposite the boundary of the AONB and contributes to the character and landscape of Hyams Lane. Removal of this hedge would cause the loss of habitat and wildlife corridor in the area of green buffer between the AONB and the village.
- The site plans display elevations, but they do not fully take account of the increase in elevation between the road and ground level of the FS. It is estimated that the ground level at the FS boundary fence and tree line is at approx. 1.8m above the highway. This boundary fence and tree line is also estimated at only approximately 3 metres back from the edge of the highway. In order to achieve a 2.4m deep visibility splay, the bank would need to be removed to within approximately 60cm of the boundary fence in order to meet the requirement for no obstruction over 0.6m high. This is likely to cause significant damage to the tree roots as the excavations would need to extend beyond this to facilitate a retaining wall to be built, which would cause further damage and not be in character with the landscape of Hyams Lane.
- A row of trees (predominantly hornbeam) were planted by the Fire Service to the southern boundary (with Hyams Lane) approximately 10 years ago to mitigate any visual impact of the two specialist MDU and MDSU vehicles and to reduce the effect of noise during operations. These vehicles are stationed permanently at Holbrook FS as a vital part of the National Support.
- These trees provide some privacy during training as, due to the elevations, the ground level to the SW of the FS effectively looks directly at bedroom window height towards Brackenwood.
- The removal of the hedge between Hyams Lane and the boundary fence of the fire station will compromise the privacy and will negatively impact the houses on Hyams Lane and the AONB.
- The hedge to the west boundary is to be retained but, due to the proximity of the houses, is likely to allow very little late afternoon/evening light to the rear gardens of plots 1-5, which could cause issues in the future.
- The drawing shows a road width of 4820mm between the existing footpath kerb and the boundary of The Old Sorrel Horse. This should be disputed as this would appear to


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be the overall width between the kerb and the boundary wall of The Old Sorrel Horse. The width of useable highway at this point is estimated to be closer to 4400mm. The boundary wall should not be considered as the edge of the highway because the window sills would effectively protrude into the highway. There is an area of low raised kerb further to the north eastern corner of The Old Sorrel Horse, which was presumably intended to reduce the risk of vehicles from striking the boundary wall.

- There is comparatively little detail given for the visibility splay to the west of the proposed site and how this might be achieved. The road narrows as it moves west away from the proposed site access (towards the sewage works) and is approx. only 3m wide at its narrowest point, approx. 25-30m to the west of the centre of the proposed access road.
- The application seems to assume that little traffic approaches from the west, however, this is part of a popular, circular cycle route and the traffic counts taken in March 2019 would not reflect this.
- The bank to the north (RHS) of Hyams Lane is relatively steep and high and it is difficult to envisage how the 43m x 2.4m splay would be achieved without the removal of a significant proportion of the bank to ensure for no obstruction over 0.6m high and how this would be retained.
- The site is only approximately 30m wide on its boundary with Hyams Lane and a distance of 43m from the centre of the proposed access heading west takes you almost to the sewage works entrance – the road naturally curves away to the right (north) at this point and is considerably narrower than the area to the east of the access point.

HPC2006/09 Councillors Reports:

9.01: Councillors activities since the last meeting:

Cllr Ambrose advised that there had been an issue with the barrier at Lower Holbrook which had been locked open by Babergh District Council, as they were unaware of the local arrangement in place for residents to lock the gate on a Friday and Saturday evening to prevent any unsocial behaviour. Babergh had drafted an agreement, which Cllr Ambrose asked if the Council supported him signing. It was agreed. Cllr Ambrose will return the agreement and the Clerk will inform the residents. He advised that unfortunately the last recording of the speed sign data had been lost. It is currently outside the Sorrell Horse and then it will be placed back at the RHS.

Cllr Allinson advised that some of the trees planted earlier in the year are struggling. He has renewed some of the protective wrap and given them plenty of water. He will keep an eye on them.

Cllr Martin raised concerns over cars parking in the passing places on Woodlands Road. It was agreed that this was very difficult to police. She also asked for clarification regarding hedges and if it was landowners' responsibility to maintain and the answer was yes.

Cllr M.Holmes advised that she had attended the Babergh District Forum and her notes had been circulated prior to the meeting.

Cllr Ingleton asked if the Parish Council will be doing anything the NHS last thank you clap and VJ Day. It was agreed that this would be left to residents to decide if they wish to join in.

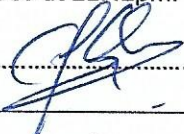
9.02: Reports from Councillors relating to the Parish: As 9.01 above.

HPC2006/10 Items for future agenda: None

HPC2006/11 Date of the next meeting:

The next virtual meeting of the Parish Council will be on 13th July 2020 at 1930 on a remote platform.

The meeting closed at 21.42pm.

Chairman  Date 13/7/20