



# RINGSTEAD PARISH COUNCIL

Chairman: Cllr Bill Jacob  
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DRAFT MINUTES of the Extraordinary Meeting of Ringstead Parish Council held on Tuesday 2 May 2023 at 7.30pm at the Village Hall.

Present:

Cllr Jacob (Chair), Cllr J Barnett, Cllr B Crowfoot (BC), Cllr V Everitt (VE), Cllr S Little (SL), Cllr D Rice (DR), S. Lee (Clerk) and 1 member of the public.

1. **Apologies for absence.**

None.

2. **Declarations of interest and requests for dispensations by councillors.**

Cllrs Jacob and Little advised that they had an interest in respect of Manningham House planning application. Cllr Barnett advised that she had an interest in 48 Docking Road planning application.

3. **Allow Public Participation (10 mins).**

No matters were raised.

4. **Planning matters.**

*Planning Application 22/01979/F. Rear extension, loft conversion and alterations to dwelling at Manningham House 21 High Street Ringstead Hunstanton Norfolk PE36 5JU. – Consider the decision by the Local Planning Authority on 18 April 2023 to permit this development under delegated authority and the response from Ringstead Parish Council.*

The Chair introduced the item stating that there were serious concerns about procedural aspects of the decision process adopted by the local planning authority. The decision had been undertaken under delegated authority to approve the application just one day after the closing date for receipt of comments had been received. There was a general consensus that the authority could not have properly considered the detailed response submitted by the Clerk on the 17 April 2023 and that the matter was unacceptable and needed to be escalated.

The Clerk also raised the concern that no response had been given by the Case Officer for a request to extend the deadline for receipt of comments, given that the period included the Easter recess and was closed before the Council were due to meet in April.

The Clerk advised that the Council could use the Environmental Information Regulations 2004 (EIR) to ask to see all documents, letters, emails, reports prepared by officers, councillors and other third parties, in connection with determining the application by way of delegated decision.

The Clerk advised that the Council were unlikely to receive many EIR requests, they were more powerful than the Freedom of Information and relate specifically to information held by the Council in connection with environmental matters, including land development. The Clerk advised that Council could charge for information and that parts would likely be redacted.

There was unanimous support that an EIR request be submitted, and the Clerk advised that it ought to be sent to the Council's legal services team and copied to the planning department.

In addition, the Chair suggested that a letter also be sent to the Chief Executive and Leader of the Council expressing concerns about the process. Again, there was unanimous support that letters be sent to the Chief Executive and Leader of the Council.

Given the letters would unlikely be ready to be sent before the outcome of the election was known, it was also noted that the duly elected Ward Borough Councillor also be copied in on the letters.

Cllr Everitt proposed and Cllr Barnett seconded and it was **RESOLVED**: that

- i. The Clerk submit an Environmental Information Regulations 2004 request asking to see all documents, letters, emails, reports by officers, councillors and other third parties, in connection with determining the Manningham House planning application by way of delegated decision on the 18 April 2023.
- ii. That the Chair send letters to the Leader and Chief Executive of the Council outlining the concerns of the Parish Council regarding the decision to approve the revised application for Manningham House.

*Planning Application 23/00558/F: Replacement of rear single storey extension retaining balcony; alterations to fenestration; new materials; Wanans 48 Docking Road Ringstead Hunstanton Norfolk PE36 5LA – Consider a response from Ringstead Parish Council to the application.*

The Chair advised that site meetings had been undertaken to view the impact of the proposed development on the neighbouring properties. The scale and massing of the extension and introduction of a large first floor balcony would, given the alignment of gardens be very intrusive on both neighbouring properties.

The lack of details on the choice of materials was a concern, particularly in respect of the glazing for the balcony. There were concerns about the proposed external steps and the intrusion for the neighbouring property and the noise created by people accessing the balcony. No details had been provided on the lighting of the balcony that could have a detrimental impact on the Council's emerging dark skies policy in the draft Neighbourhood Plan.

The Clerk also advised on the implications for two very mature holly trees and a mature weeping willow.

Cllr Little proposed and Cllr Crowfoot seconded and it was **RESOLVED** that an objection be submitted to the local planning authority in respect of the proposed development.

5. **Agree Transfer of Funds from the Unity Trust Bank Current Account into the Savings Account.**

The Clerk requested authority to have delegated powers to move resources between the Unity Trust Bank current account and savings account, with a view to maximising the potential for generating interest within the savings account. The Clerk advised that the Councillors would still authorise transfers, so retain control and that the object would be to maintain around £2,000 in the current account.

Cllr Rice proposed and Cllr Crowfoot seconded and it was **RESOLVED** that delegated authority be given to the Clerk to transfer funds between the Unity Trust Bank current and saving accounts.

**6. Update on Neighbourhood Plan.**

The Chair updated the meeting on the response received from Natural England following the screening process and their requirement for a full Strategic Environmental Assessment (SEA). The Chair advised that this would slow the process, potentially by as much as four months. The consultation planned for mid-May 2023 would have to be delayed.

The Clerk updated the meeting on emails received earlier in the day from Principal Planner who had written to Natural England, as their response to Ringstead differed to the previous (2019) response regarding the adjacent Holme Next The Sea Neighbourhood Plan in respect of the site in their Neighbourhood Plan for housing allocation. The Principal Officer had written to Natural England requesting a meeting to fully understand the basis of their request for a full SEA.

The member of public sought clarification on the next stages of the process for progressing the Neighbourhood Plan which the Chair was able to confirm.

**7. To confirm the date of the next meetings:**

**Annual Parish Meeting on 15 May 2023 at 6:30pm**, (at which Mr C. Meakin would attend and update the community on the work of the Estate); followed by

**Annual Meeting of the Parish Council**

