

**Minutes of a meeting of Carbrooke Parish Council
held in the Community Hub on 11 November 2025**

Councillors present: N Defew (Chair), J Borrett, L Brazell, W Leport, D Page, L Poole, G Redfern.

In attendance:- N Hartley (Parish Clerk), Cllr P Bate (Breckland Council), P Arrowsmith (Manager of the Community Hub), two members of the public.

Public Participation

The Council was asked when a 20mph speed limit will be introduced through the older part of the village. It was noted that the Council had requested a reduction in the speed limit and that Norfolk County Council had said it was not possible.

1 Apologies for Absence

Apologies were received from Cllr Crane (Breckland Council) and Cllr Bowes (Norfolk County Council).

2 Declarations of Interest

Cllr Brazell declared an interest in item 13 as she is a neighbouring resident.

3 Resignation of Cllr Jones

The Council noted the resignation of Kevin Jones.

4 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 14 October 2025. The Chair signed the minutes.

5 Matters Arising

None.

6 Report from Breckland Councillors

There were no reports.

7 Finance

7.1 The following payments were approved in accordance with the budget:-

N Hartley, clerk's salary, £822

HMRC, clerk's Paye & Hub manager's Paye, £669.47

N Hartley, reimbursement of clerk's expenses, £241.55

N Hartley, reimbursement of office supplies, £52.56

M Isbill, concrete pad for Village Hall EV charging point, £2,950

7.2 The following payments were made from the Commuted Sum:-

Top Garden Services, grass cutting at Blenheim Grange, £2,592

Mrs Greenfingers, maintenance of hedges at Blenheim Grange, £1,448.50

7.3 The Council noted the following payments received:-

Carbrooke Parish Council (Hub account), payment for manager's Paye (Oct), £248.40

Various, newsletter adverts, £400

Black Country Metals, refund for returned Hub Memorial bench, £489

8 Hub Manager's Report

A copy of the report is attached to the minutes.

9 Hub's Finance Report

A copy of the report is attached to the minutes.

10 Memorial Benches for the Community Hub

It was **RESOLVED** to purchase two wooden benches for the Hub.

11 Parish Partnership Scheme

It was **RESOLVED** to apply to resurface the footpath near the junction of Drury Lane and Summer Lane; and to repaint the Keep Clear markings on the road outside the school.

12 Village Hall Car Park

The Council considered correspondence from a resident regarding the noise of shingle in the Village car park. The Council noted that much of the shingle had compacted down and that moving the shingle was not necessarily the answer. The Council noted the increased useage of the car park and considered that some form of 'acoustic barrier' might help. It was **RESOLVED** to seek quotes to install a concrete pad at the entrance to the car park and to pull back the gravel near the wall of the resident's property.

13 Tree overhanging the Village Hall car park

It was **RESOLVED** to take down the tree to about twelve feet due to safety concerns, and to assess the condition of the tree when the works are carried out.

14 Budget 2026/27

The Council considered a draft Budget for 2026/27. It was **RESOLVED** to set the Precept at £53,000.

15 Neighbourhood Plan Update

The members of the working group are meeting consultants on November 18.

16 Breckland Local Plan (Regulation 18 Consultation)

It was **RESOLVED** that the Council does not oppose development in principle, and that the Council had a number of recommendations to be incorporated in the Local Plan. The Council's full response is attached to the minutes.

17 Acceptance of the Mick George Fund grant

It was noted that the Mick George Fund had awarded the Council a grant of £18,469 for new safety surfacing at Lancaster Avenue play area. As a condition of the grant the Parish Council pays £2,062 to Grantscape. It was **RESOLVED** to make the payment at the December meeting and to accept the grant.

18 Representatives' reports

Cllr Defew said the Millennium Green calendar had been released.

Cllr Borrett said that new pads are needed for the Council's defibrillator at the Aerolite Garage.

Cllr Redfern had attended the recent Hub Committee meeting. He reported there had been a comprehensive agenda from the Budget to a cleaning programme. He noted that the committee meetings are always well attended and friendly and it was good to hear the Hub is getting more and more use.

Mrs Arrowsmith said the Remembrance Day service had been well attended.

19 Items for inclusion on the next agenda

None.

20 Next Meeting

The next meeting will be in the Community Hub at 7pm on December 9.

The meeting was closed at 8.05pm.

Signed Chair

Date

Community Hub Report

Bookings Payable hours and Community Hours

	Aug	Sept	Oct	Nov
Total Paid Hours	99	100	102	137tbc
Total Community Hours	19	20	24	25 tbc

The lighting improvements have been delayed again due to the lights making a humming noise. The lights will not be signed off until this is resolved. Spartec are going back to find another solution.

We have had some vandalism at the hub with part of the bench outside needing to be replaced, this has been reported to the police. I have met with the police and give them a statement.

Depending on the committee approval It is hoped to be part of My Health Corner Initiative which is a community-based project that provides free accessible health and wellbeing information. I have met with Flo from Watton Medical practice and are happy having the heath corner in the foyer of the Hub.

The New Bench for the hub has been returned as it was felt that it was not strong enough for the public to use it was more suitable for a family garden. If another bench could be purchased, please could it be a Wooden bench the same as the millennium green. This is to go onto the Parish Council Agenda in November.

November will see the erection the poppy cascade at the hub and the decoration of the memorial with poppy bunting. We are also working on decorating small wooden crosses to add to the memorials it is hoped to reach 100 crosses to be laid on Sunday the 9th November 2025

The daffodil bulb planting has started with the bulbs being planted at the Hub and around the memorials. More planting will take place over the next few weeks at the Orchard

The magazine has been well received by people using the Hub and we have had good feedback.

Breckland Local Plan (Regulation 18 Consultation)

Summary of Proposed Sites

Site	Approx. Dwellings	Key Features
North & East of Shrublands (225)	~1,000	Masterplan required; major infrastructure; nursing care facility; heritage protection
East of Summer Lane (223)	~100	High-quality design; off-site highway improvements; nursing care facility
Rear of Shrublands (086)	~10	Demolition details; small-scale development
Shrublands Site 1 (339)	~10	On-site footpaths; connectivity to surrounding proposals
Shrublands Site 2 (340)	~20	On-site footpaths; contributions to education and community needs

Common Requirements Across All Sites:

- High-quality design per Breckland Design Guide.
- Safe access and off-site highway improvements.
- Public open space per Policy ENV 12.
- Biodiversity Net Gain and sympathetic landscaping.
- Drainage strategy per Lead Local Flood Authority guidance.
- **Affordable housing:** Minimum 25% (90% rented / 10% low-cost ownership).
- **Accessibility:** 25% homes to M4(2); 5% to M4(3).

Carbrooke Parish Council Response to Local Plan – Watton Strategic Urban Extension (SUE) Proposals Introduction

The Parish Council acknowledges the need for planned growth and understands that the Local Plan sets the framework for development. While we cannot prevent development, we seek to ensure that it is delivered in a way that protects the integrity of Carbrooke village, maintains its rural character, and meets the needs of the local community.

General Comments

- We support the principle of comprehensive planning through Masterplans for larger sites (e.g., SUE 225) to ensure infrastructure delivery and connectivity. We consider that sites SUE225, SUE 223, SUE086, SUE339 and SUE 340 should be considered as one allocation.
- We welcome requirements for high-quality design, biodiversity net gain, and accessibility standards.
- However, we have concerns regarding the cumulative impact of these proposals on local infrastructure, traffic, and the character of the village.

Specific Concerns and Recommendations

Village Integrity and Strategic Gap

The proposed developments risk merging the village of Carbrooke with Watton's urban edge. We strongly recommend the inclusion of a **green wedge/strategic gap policy** to protect the rural setting and prevent coalescence.

Affordable Housing Allocation

While the Local Plan proposes to set a 25% affordable housing requirement, we request that the allocation prioritises **local residents** (Parish first, then Watton, then wider district) to support community sustainability.

Design and Density

We support the Breckland Design Guide but request additional controls:

- **Higher density** development should be located closer to the B1108.
- **Lower density** development should be positioned toward the village edge to maintain rural character.

Lighting and Dark Skies Policy

To preserve the rural environment, we recommend a **no-street-lighting policy** consistent with a Dark Skies approach.

Open Space Location

While open space provision is required, its **location should be influenced** to ensure it is adjacent to the proposed green wedge, creating a buffer and enhancing community amenity.

Infrastructure and Services

We seek assurances that utilities, drainage, and transport improvements will be delivered **before occupation** and that public transport enhancements are meaningful and sustainable.

We seek assurances that education provision will be provided within the allocation and delivered early.

We seek assurances that any highway impact on the village and on the local highway network is considered and addressed before any future planning application is submitted. Considerations should include measures to address any increase in traffic through the village and potential restrictions on Summer Lane, Mill Lane and Cuckoo Lane. All highway measures associated with restricting traffic through the village should be delivered **before occupation**.

Conclusion

Carbrooke Parish Council does not oppose development in principle but urges Breckland District Council to incorporate these recommendations into the Local Plan and subsequent planning decisions. These measures will help ensure growth is managed responsibly, protects the village's character, and meets local needs.