

A meeting of **Blakeney Parish Council** will take place on **Tuesday 1st September 2026** in **The Parish Office/Parish Room** commencing at 7:00pm.

All Parish Councillors are hereby summoned to attend.

Tracey Bayfield

Mrs Tracey Bayfield (PSLCC)
Clerk of the Council
25th August 2026

AGENDA

(Timings on agenda are for guidance only.)

1. To receive & consider **Apologies for Absence.** *(7:00pm, 1 minute)*
2. To receive & consider **Declarations of Interest or requests for dispensations** from members – *(Under the 'Code of Conduct', members must declare any disclosable **Pecuniary Interests**, and must state the precise nature of the interest. If such an interest is declared, then the member is not permitted to remain in the meeting for said item. They must not take part in the discussion or voting. If a member has a **Personal Interest**, it must be stated and they may take part in the discussion and voting.)* *(7:01pm, 1 minute)*
3. **Minutes** - To receive & confirm the minutes of;
 - Full Council Meeting held on Tuesday 4th August 2026. *(7:02pm, 1 minute)*
4. **Chairman's Announcements** – *(7:03pm, 2 minutes)*
5. **Reports from County & District Councillors;**
 - 5.1. *County Councillor* – Victoria Holliday. *(7:05pm, 5 minutes)*
 - 5.2. *District Councillor* – Victoria Holliday. *(7:10pm, 5 minutes)*
6. **Open Public Session** – to allow members of the public and councillors with prejudicial interests to address the meeting with regard any item on this agenda only. *(Maximum of 15 minutes and up to 3 minutes per participant.)* *(7:15pm, 15 minutes)*
7. **Planning Items** – PF = Full Planning Permission, PM = Planning Permission – Reserved Matters, LA = Alteration to Listed Building & Appeals.

(Cllrs; Please view applications on the NNDC website ahead of this meeting as there will be no screen sharing at the meeting.)

Decisions must be made in accordance with the policies in the Blakeney Neighbourhood Plan and wider Local Development Plan, unless material considerations indicate otherwise.

(NB: In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Parish Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Parish Council decide otherwise. In order to advise the public, any such applications will have been listed on the Parish Council website alongside said agenda. Plans may be viewed online, please go to www.north-norfolk.gov.uk and follow the links through to planning.)

7.1. PF/26/1552 – Proposal; Replacement of windows and doors including window enlargement. Installation of new rooflights and removal of conservatory at, Swallow Cottage, 2 Little Lane, Blakeney. (7:30pm, 3 minutes)

7.2. PF/26/1622 – Proposal; Alterations and refurbishment of existing dwelling/site access at, York Cottage, 151 High Street, Blakeney. (7:33pm, 3 minutes)

8. FINANCE

8.1. To agree the **Accounts** to be paid. **(7:36pm, 3 minutes)**

8.2. To receive **Clerk/RFO Report**. **(7:39pm, 5 minutes)**

8.3. To consider projects for the NCC **Parish Partnership Scheme 2027/28**. **7:44pm, 5 minutes)**

9. Written Reports from Representatives on Other Committees/Groups which have met recently if applicable – None.

10. COUNCILLORS QUESTIONS – *Written questions should be given to the Chairman & Clerk, at least 3 clear working days prior to the meeting; None at time of print.* **(7:49pm, 2 minutes)**

11. CORRESPONDENCE

11.1. To consider illuminating the **Speed Bumps** at the entrance to the Village Hall car park. **(7:51pm, 3 minutes)**

11.2. To consider the **Pharmabox feedback** request paper. **(7:54pm, 3 minutes)**

11.3. To consider the management of **Coronation Car Park**. **(7:57pm, 10 minutes)**

11.4. To consider the proposed amendment to the named Trustees for the **Transfer of 1 and 2 Memorial Cottages, New Road, Blakeney**. **(8:07pm, 3 minutes)**

Confidential Business – Exclusion of the Press & Public – *To pass the following resolution; Due to the confidential nature of the business about to be transacted (charities and legal advice), on the grounds that it is not in the public interest to disclose discussion on the items below relating to contracts and staffing matters, it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.*

01/09/2026

- 11.5. Items in relation to **Blakeney Neighbourhood Housing Society & (BPC) Parish Rent Charity.** *(8:10pm, 10 minutes)*

For information only; NNDC Planning Decisions or Updates, or any Planning Inspectorate Appeals since our last meeting; most available on NNDC website.

None

Meeting closed; *Approx. 8:20pm*

Next Full Council Meeting
Tuesday 6th October, 2026 at 7pm
in The Parish Room

(However, due to changes in Planning Application deadlines, please note that other meetings will be called as and when needed and will be advertised on the noticeboard and website.)

NB. Councillors & members of the public, please note that ANY item requiring a decision in consideration of the agenda MUST be with the Clerk 10 clear days prior to the meeting.
(Saturdays & Sundays are included for ease of calculation, this timescale may change if Annual Leave is being taken, please check with the Clerk.)

Page 16 (2026/27)

Minutes of a meeting of **Blakeney Parish Council** which was held on **Tuesday 4th August 2026** in **The Parish Office/Parish Room** commencing at 7:00pm.

Present:- Rosemary Thew (Chairman), Alban Donohoe, Jenny Girling, Judy Pegden & Mike Reed.

Clerk:- Tracey Bayfield

Public:- 0

Did not attend:- Iain Wolfe

1. Apologies for absence were **accepted** from; Nigel Sutcliffe, Samantha Arlow, Shirley Everett, Barry Girling & Willie Weston.

2. Declarations of Interest or requests for dispensations from members receive;

- *Agenda item 11.3. – Mike Reed – Tenant of cottage*
- *Agenda item 11.4. – Mike Reed – Relative rents from Blakeney Neighbourhood Housing Society*

3. Resolved that the **Minutes** of the Full Council Meeting held on Tuesday 7th July 2026 are signed as a true record.

4. Chairman's Announcements – None.

5. Reports from County & District Councillors;

5.1. *County Councillor* – Victoria Holliday had submitted various reports in advance.

5.2. *District Councillor* – Victoria Holliday had submitted a report in advance. Along with the BPC Chairman, meeting with the owners of 'Agar Farm' tomorrow.

6. Open Public Session – None.

7. Planning Items – PF = Full Planning Permission, PM = Planning Permission – Reserved Matters, LA = Alteration to Listed Building & Appeals.

7.1. **LA/26/1447** – *Proposal; Internal works to include renovation and thermal upgrade (part retention) at, 15 High Street, Blakeney. Resolved* – No objection.

7.2. **PF/26/1007** – *Proposal; Demolition of porch and erection of replacement porch, installation of replacement timber double-glazed windows, and installation of air source heat pump, 15 High Street, Blakeney. Resolved* – No objection.

7.3. **LA/26/1008** – *Proposal; Demolition of porch and erection of replacement porch, installation of replacement timber double-glazed windows, and installation of air source heat pump at, 15 High Street, Blakeney. Resolved* – No objection.

Page 17 (2026/27)

7.4. **PF/26/1505 & LA/26/1506 – Proposal; Regularisation of Re-construction of Outbuilding that was in a state of disrepair at, 4 Mariners Hill, Blakeney. Resolved** – No objection.

7.5. **PF/26/0255 – Proposal; Erection of single-storey dwelling with accommodation in roof space, new access and parking/turning area at, Briar Cottage, 62 Morston Road, Blakeney. Resolved – Object** for the following reasons; Overdevelopment of the site, harmful to the AONB, it is a two-storey dwelling (not one), breaches policies 6, 7 & 8 of the Blakeney Neighbourhood Plan, still overlooks the site opposite, is overbearing in terms of scale, height and mass, and the design is out of keeping, ie. a large amount of red brick.

7.6. **Resolved** to respond as follows to the **Norfolk Coast National Landscape Management Plan 2025-30: Norfolk Coast Consultation.**

Blakeney Parish Council welcomes the Norfolk Coast National Landscape Management Plan 2025–30 and supports its overall aims to protect and enhance the coast while enabling communities, businesses and visitors to play an active part in its future. The Council particularly notes the emphasis on partnership working, nature recovery, climate resilience, sustainable planning and the importance of local communities.

The Parish Council supports the Plan’s recognition that development should be responsive to landscape character, dark skies, heritage and biodiversity, and that visitor pressure must be managed sustainably. We also welcome the focus on community wellbeing, local engagement and practical action.

For Blakeney, the Council would wish to see particular attention given to:

- protecting the special qualities of the coast and surrounding landscape;
- ensuring any development is appropriately scaled, sited and designed;
- supporting measures that reduce traffic, parking pressure and visitor impacts;
- strengthening nature recovery and climate adaptation measures;
- maintaining transparent, constructive engagement with parish councils and local communities.

The Council would be pleased to continue engaging with the Norfolk Coast Partnership and relevant planning authorities as supporting action plans are developed.

7.7. **Resolved** to respond as follows to the **North Norfolk Local Plan Scoping Consultation & Further Call for Sites (03)** – The **consultation** runs from midday Monday 20th July to 5pm on Monday 31st August 2026.

- Blakeney Parish Council welcomes the opportunity to comment on the North Norfolk Local Plan Review Scoping Consultation.

Page 18 (2026/27)

- The Parish Council supports the preparation of an up-to-date Local Plan, but considers that the district's exceptional environmental constraints, including the Norfolk Coast National Landscape, coastal erosion risk, flood risk and infrastructure limitations, mean that growth must be carefully managed and genuinely sustainable.
- In our view, the key priorities for the new Local Plan should include protecting and enhancing the coast, landscape, biodiversity and heritage; responding to climate change; managing water supply and wastewater capacity; and ensuring that any housing delivered is appropriate to local need, including affordable and specialist homes for older residents.
- Blakeney Parish Council does not support large-scale growth in rural coastal villages. Any development in or around Blakeney should remain modest in scale, well designed, and proven to be compatible with the village character, landscape setting, traffic conditions and infrastructure capacity.
- The Council should recognise that development in coastal settlements can intensify parking pressure, traffic congestion, and infrastructure strain, adding to the parking issues that we already have in the village, especially at peak holiday times, but also there are growing concerns over lack of parking for permanent residential properties, with more and more vehicles parking on the roads and pavements, double yellow lines making no difference. These issues should be fully assessed before any allocations are made.
- We would support a spatial strategy that focuses the majority of growth in the most sustainable settlements, while limiting development in the most constrained rural and coastal locations.
- If sites are brought forward through the Call for Sites process, Blakeney Parish Council would expect them to be assessed transparently against deliverability, landscape sensitivity, flood/coastal risk, biodiversity, access, parking and infrastructure capacity. Note that when we were designated as a 'Growth/Service village' we had a Doctors Surgery, which has since closed permanently. We also wish to point out, that the public transport does not allow for workers in particular to access the neighbouring towns during the core working times, ie. getting back to Blakeney at the end of the normal work day, year-round, is near high impossible via public transport.
- Overall, the Parish Council seeks a Local Plan that protects Blakeney's distinctiveness while meeting genuine local needs in a proportionate and sustainable way.

Page 19 (2026/27)

12. FINANCE

- 12.1. **Resolved** that the **Accounts** totalling £13,335.70 are approved for payment.
- 12.2. **Clerk/RFO Report – CiLCA** (Certificate in Local Council Administration) has been retaken as a refresher, and successfully completed by The Clerk once again.
- 12.3. **Resolved** that we appoint 'DJB Electrical' to undertake the **Electrical Inspection** of Parish Office & Parish Room at an estimated cost of £450 plus VAT as soon as possible.
- 12.4. **Resolved** that we proceed with the upgrade of the **Litter & Dog Bins** as per the recommendations of the Working Group and delegate to the Clerk to commence asap; we reallocate the £2k allocated for Christmas lights to this, seek a grant from the NNDC members community fund, and use reserves where needed.

13. Reports from Representatives on Other Committees/Groups which have met recently if applicable.

- *Blakeney Village Hall Trust – 7th July 2026 Minutes*
- *Dinghy Park Joint Management Committee – 20th July 2026 Minutes*

14. COUNCILLORS QUESTIONS – None.

15. CORRESPONDENCE

- 15.1. **Resolved** that we delegate to the Clerk to install some new simple signage to stop **Overnight Parking of Motorhomes** in Village Hall Car Park as a first step, as per the recommendations.
- 15.2. **Resolved** that we are willing to form a Working Group to meet with representatives of the **Blakeney Village Hall Trust** in order to consider the long-term future; those offering were: Rosemary Thew, Judy Pegden and The Clerk.

Confidential Business – Exclusion of the Press & Public – Resolved that due to the confidential nature of the business about to be transacted (charities and legal advice), on the grounds that it is not in the public interest to disclose discussion on the items below relating to contracts and staffing matters, it is proposed that the press and public are now excluded and they are instructed to withdraw. (Admission to Meeting Act (Public Bodies) 1960.

- 15.3. **Resolved** that further advice is sought from both Wellers Solicitors and Hayes & Storr Solicitors with regard the proposed amendment to the named

Page 20 (2026/27)

Trustees for the **Transfer of 1 and 2 Memorial Cottages, New Road, Blakeney**; the trustees preferred routes in order of preference are; i) The Charity Commission to act as a Custodian Trustee (short term), ii) Transfer direct from BPC to BNHS (if possible), iii) Take out an indemnity for the two named interim trustees.

- 15.4. **Blakeney Neighbourhood Housing Society & (BPC) Parish Rent Charity.** John Seymour had been invited to join us. Tentative enquiries had been made in advance. ***Resolved as follows to accept;***

- i) **Peppercorn** rent to be brought up to date;
- ii) Instruct the Clerk to request formal written advice from the **Charity Commission**, (or instruct a charity-law solicitor to obtain said advice) with a view to gifting the land to Blakeney Neighbourhood Housing Society (BNHS) at a peppercorn price, as the aims of the charity are very similar, ie. to help the 'poor/those in need' in the parish;
- iii) Ensure an '**overage agreement**' is entered into in respect of the charity – Butcher Andrews (B.A.) Solicitors have advised that fees for the overage start at £2,000 plus VAT and disbursements and the counterparty will need to be legally represented. The transfer for the sale will be £750 plus VAT and disbursements;
- iv) Butcher Andrews Solicitors to register this piece of land via the **Land Registry**. B.A. have advised that they will not charge a solicitor fee for this, but will charge only for the disbursements, office copy documents and Land Registry registration fees;
- v) Other than the Land Registry costs, all other legal costs should be met by **BNHS** as the Parish Rent Charity, only has the overdue peppercorn rent as income.
- vi) Wind up the '**Parish Rent**' charity.

Meeting closed at 8:24pm

Chairman _____

Blakeney Parish Council Report

Agenda Item: 11.1 on 01/09/2026	Illumination of Speed Bumps at Entrance to Village Hall Car Park
Meeting	Full Parish Council
Date	August 2026
Report Author	Clerk

Recommendation

That the Council:

1. notes the report;
2. arranges a site visit in darkness or low light conditions (if they have not all already done so ahead of this meeting);
3. obtains indicative costs and practical advice on possible lighting or signage options (if that is what they decide); and
4. defers any final decision until Members have considered the site on location and associated costs.

1. Background

A resident has reported an accident at the entrance to the Village Hall car park, where a person tripped on the last speed bump in darkness and sustained injury. The resident asks whether the Parish Council would provide lighting to help prevent a further accident.

Email correspondence indicates that:

- the speed bumps were installed in June 2024;
- the issue appears to relate to visibility in dark conditions;
- consideration is given to several possible approaches, including solar lighting, sensor-activated lighting, painted markings, and signage; and
- concern has also been expressed about whether any treatment of the route might increase liability if the entrance is not intended as a pedestrian route, ie. it is not a designated footpath.

2. Issues for Consideration

Members may wish to consider:

- whether the entrance is primarily a vehicle access route rather than a pedestrian route;
- whether a physical or visual measure would improve safety without creating unintended confusion;
- whether solar lighting would provide sufficient benefit given tree cover and winter light levels;
- whether sensor lighting or a wall-mounted light would be more effective, bearing in mind possible nuisance to nearby residents; and

- whether clearer signage or marking of the route would be a more proportionate response.

3. Relevant Considerations

The Council has a general duty to consider the safety of users of its land and facilities, and any response should be proportionate to the risk identified. However, the Council should also avoid creating a misleading implication that the route is intended for pedestrian use if it is not designed as such.

4. Possible Options

Members may wish to consider one or more of the following:

- asking for an on-site inspection at dusk or in darkness by councillors and the clerk;
- obtaining indicative prices for solar lighting, sensor-operated lighting, a wall-mounted light on the parish office, and improved reflective signage or painted markings;
- considering whether the route should be signed as vehicle access only, with a warning that it is unsuitable for pedestrians;
- requesting advice from a suitable contractor or lighting supplier on the most practical low-maintenance option; and
- deferring a final decision until Members have viewed the site in poor light.

5. Conclusion

The matter is a practical safety issue requiring Members to balance visibility, cost, maintenance, and potential nuisance. A short site visit in poor light, followed by costed options, would allow the Council to reach a proportionate decision.

END

Pharmabox Feedback Request

Blakeney Parish Council would like to hear the views of local residents who use the Holt Surgery Pharmabox, located in the Blakeney village Hall car park, on Langham Road, Blakeney.

The Pharmabox has been in situ for a while now and is used for the collection of medical prescriptions, and we would be grateful for feedback on how well it is working for patients and whether there are any improvements that could be made. We will collate all responses and pass them on to Holt Medical Practice. **If you use the Pharmabox, please let us know your thoughts by answering the questions below.** *We are not collecting any personal information.*

Questions for users of the Pharmabox

1) How often do you use the Pharmabox?	
2) How easy do you find it to use the Pharmabox?	
3) Have you experienced any difficulties collecting prescriptions?	
4) How satisfied are you with the location of the Pharmabox?	
5) Do you feel that the Pharmabox is reliable and convenient?	
6) Have you noticed any issues with access, signage, lighting or availability?	
7) What works well about the Pharmabox?	
8) What could be improved?	
9) Do you have any other comments you would like	

us to share about the PHARMABOX only, with Holt Medical Practice?	
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Please return completed forms to: Blakeney Parish Council, The Parish Office, Langham Road, Blakeney, Holt, Norfolk, NR25 7PG or by Email to clerk@blakeneyparishcouncil.gov.uk **by 31st October 2026**

Coronation Car Park: Resident Use, Commercial Vehicle Pressure, Signage Concerns and Future Operation

Background

Coronation Car Park continues to generate concern from residents regarding the availability of spaces on the High Street Residents' side of the car park. The matter has recently been raised by at least two High Street residents.

The first resident reported that the car park is increasingly being used by commercial vehicles connected with building and maintenance work, resulting in reduced availability for residents and difficult maneuvering in and out of spaces. The resident also stated that there have been incidents of damage to residents' vehicles due to overcrowding (not caused by commercial vehicles).

The second resident reported receiving repeated parking penalty notices and a formal parking charge notice despite holding a valid Blakeney High Street residents' permit. This resident states that the car park signage is not sufficiently clear, and that in their view, the left-hand side appeared to allow (any) permit parking, and that there have been multiple occasions in recent weeks when the residents' side has been full, leaving no alternative but to park on the road. The resident has requested an opportunity to review the signage on site and has also asked how to make a formal complaint regarding signage clarity.

In 2019 car park attendants noted that Coronation Car Park could accommodate approximately 30 vehicles on the Residents Side and 25 on the Pay & Display side, around 55 vehicles in total.

Year – from historic info held	Workers Permits Sold - Working on B.N.H.S. social housing properties only in recent years	Free Residents Permits (High Street side only)	Total Permits Issued
2026/27	8	52	60
2025/26	4	59	63
2024/25	2	58	60
2023/24	2	52	54
2022/23	13	57	70
2019/20	22	Not held	
2018/19	29	Not held	

Current Position

The Clerk has previously advised that:

- residents' permits are issued for specific sides of the car park;

- High Street residents are permitted to park only on the Residents' side designated for those permits;
- other village residents are issued with different permits allowing parking only on the Pay & Display side;
- the permit wording is clear, it states clearly which side of Coronation Car Park it is for; and
- the current arrangements have been in place for a number of years.

The Clerk has also explained that permits have historically been issued to builders/workforce members working in the High Street in order to keep those vehicles off the road. It has been noted that the number of such permits requested has fluctuated slightly in recent years, but reduced significantly after the changes in 2022/23, suggesting that pressure on spaces may be coming from increased resident use, with younger family members now having their own vehicles, resulting in the car park being used in a different manner. This matter has been placed on the agenda for the Council meeting on 1 September 2026 for wider discussion about the future operation of the car park.

Income Generated

Coronation Car Park is an important source of income for the Parish Council. The income it generates supports general parish expenditure, including the running and maintenance of community assets and services for which the Parish Council is responsible. Any proposal involving fundamental changes to the car park should therefore be considered alongside the annual budget and the wider financial impact on the Council.

Income from the Pay & Display side, from visitors, makes a significant contribution to parish income.

2025/26 = £19,840

2024/25 = £18,217

Issues for Council Consideration

Whether the current permit system remains fit for purpose.

Whether signage and permit wording need review or simplification.

Whether commercial vehicle use should be further restricted or managed.

Whether there is evidence of over-subscription on the High Street Residents' side.

Whether alternative arrangements are needed for contractors and other non-resident users.

What the best long-term operational model for Coronation Car Park should be.

If we make the car park residents and commercial vehicles only, then income is depleted.

Possible Strategic Options

Council may wish to consider a wider review of the future operation of Coronation Car Park. Options could include:

- continuing with the current arrangement;
- retaining resident parking but reviewing signage and permit wording;
- introducing a residents-only model for the High Street, potentially with an annual permit fee;
- introducing an ANPR system, with residents pre-registered and other users paying on entry or exit;
- allowing unrestricted free use, recognising that this would remove current income;
- confirming the car park as resident and visitor parking as current, but providing clearer signage that alternative parking is available at the Village Hall when Coronation Car Park is full.
- make Coronation Car Park free for all to use and charge in Village Hall car park.
- allow residents and commercial vehicles only to use Coronation Car Park, with all others directed to Village Hall car park. (Implications for holiday lets)
- limit number of permits issued to each household

Given the range of issues now being raised, Council may also wish to consider whether the matter would be better explored by a Working Group, which could review practical options in detail and bring recommendations back to Full Council.

Possible Recommendations

- a formal review of current car park use and permit conditions;
- a site visit to assess the signage from a user's perspective;
- a review of whether the current sign wording could be made clearer, particularly at the point of entry and on each side of the car park;
- a short monitoring period, with resident reports and photographs requested where spaces are unavailable;
- consideration of whether commercial vehicles should be directed elsewhere where practicable, ie. they purchase permits from The Harbour Room;
- a clear complaints procedure for parking-related concerns;
- a policy decision on whether the car park is to prioritise High Street residents strictly, or permit limited other use;
- whether a Working Group should be established to consider the long-term operation of the car park and report back to Full Council and invite a couple of local residents to be part of said group.

Suggested Resolution

That Full Council notes the concerns raised by two High Street residents regarding Coronation Car Park, including resident space pressure, commercial vehicle use, and alleged confusion over signage and permit arrangements; agrees to review the current operation of the car park and consider wider strategic options for its future use; and instructs

01/09/2026

the Clerk to bring forward options for improved management, signage, permit conditions and **discuss in detail first with a dedicated Working Group to then report back to Full Council & to invite a couple of local High Street residents to join said Working Group.**