

Cawston Parish Council

To: Members of Cawston Parish Council

You are duly summoned to attend the Meeting of Cawston Parish Council to be held following the Annual Parish Meeting on Thursday 16th October 2025 at Cawston Village Hall

S Vergette
Sarah Vergette

Date 10th October 2025

Clerk, Cawston Parish Council
cawstonpc@yahoo.co.uk
01603 714172

Public Attendance

Members of the public and press are welcome to attend. At item 4 the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 10 minutes duration and will be followed by any County/District Councillors' reports.

AGENDA

- 1. Apologies & approval of absence**
- 2. Declarations of interests**
- 3. To approve as accurate minutes of the previous meeting.**
- 4. Public participation session (10 minutes)**
 - 4.1 Public
 - 4.2 County/District Councillor
 - 4.3 Police report
- 5. Updates**
 - 5.1 Clerk's report
 - 5.2 Grow, Make, Bake Show
 - 5.3 Any other updates
- 6. Finance**
 - 6.1 To approve payments – separate schedule
 - 6.2 To approve the bank reconciliation
 - 6.3 To note receipt of £20 from the litter pick
 - 6.4 To discuss additional bank signatories
 - 6.5 To start discussion on the budget 2026 - 2027
- 7. Planning matters**
 - 7.1 To discuss planning application 2025/2911 2 William Bush Close, Erection of detached home office and garden room. Creation of small raised decking area, with increase to height of boundary fencing
 - 7.2 To discuss planning application 2025/ 2797 8 High Street, installation of EV charging point

8. Cemetery/Church

- 8.1 To receive updates Plaque for Cemetery
- 8.2 To discuss quote for works to the Church Wall

9. Playing Field/Village Hall

- 9.1 To discuss matters relating to the playingfield
- 9.2 To note update on use of the playing field by the Football club

10. Highways

- 10.1 To receive updates on SAM2
- 10.2 To note Highways response regarding 20mph limit through the village

11. Allotments

- 11.1 To discuss Geotechnical quotation for proposed cemetery extension

12. Correspondence

- 12.1 To discuss any correspondence received

13. Date of Next Meeting

The date of the next meeting is currently set for Thursday 20th November at 7pm in the Village Hall.

14. Any Other Business/Information

No decisions can be under this item, for information purposes only.

Items for the next agenda to be sent to the clerk by Monday 10th November



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Cawston

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/2911

27 September 2025

Dear Sir/Madam,

Proposal: Single storey extension. Erection of detached home office and garden room. Creation of small raised decking area, with increase to height of boundary fencing

Location: 2 William Bush Close Cawston Norfolk NR10 4AQ

Applicant: Mr. and Mrs. Marks

Application Type: Householder

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

<https://info.southnorfolkandbroadland.gov.uk/online->

[applications/applicationDetails.do?activeTab=summary&keyVal=T2OHAGOQGZW00](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T2OHAGOQGZW00) by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at www.southnorfolkandbroadland.gov.uk or by post before 18 October 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management



Community at heart
The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Ms Sarah Vergette
Cawston

Tel 01508 533813 / 01603 430509
planning@southnorfolkandbroadland.gov.uk

Our ref 2025/2797

7 October 2025

Dear Sir/Madam,

Proposal: Installation of EV Charging point to side elevation

Location: 8 High Street Cawston Norfolk NR10 4AA

Applicant: Mr Graham Whiteley

Application Type: Listed Building Consent

An application for permission for the proposal described above has been received. Details of the Case Officer and copies of the submitted plans can be viewed on-line at

[https://info.southnorfolkandbroadland.gov.uk/online-](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T27I8IOQGIL00)

[applications/applicationDetails.do?activeTab=summary&keyVal=T27I8IOQGIL00](https://info.southnorfolkandbroadland.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T27I8IOQGIL00) by using the Further Information tab. **Please note:** any comments you make will also be available to view on-line.

You can submit your comments by emailing planning@southnorfolkandbroadland.gov.uk online at www.southnorfolkandbroadland.gov.uk or by post before 28 October 2025. If this is not possible or you wish to discuss the proposal before sending your comments please contact the case officer. **Please note:** any comments you make will be available to view on-line.

Where the application is to be determined by the Committee, a copy of the Agenda will be sent to you before the date of the meeting. A representative of your Council can speak at the meeting to present their views otherwise they will be reported to the Committee before a decision is reached.

Yours sincerely

Development Management

Dear James and Sarah

Further to Bruce's visit yesterday, the flint wall is in reasonable condition with just a few flints that have popped out which can be put back in easily enough.

The coping bricks on the wall are also not too bad but could certainly benefit from repointing with the possibility of some loose ones being removed and reseated. We would use a traditional hot lime mix and our rate would be £480 + VAT per day plus materials used.

It is quite difficult to estimate how long the work would take as all the growth and lichen moss etc will need to be cleaned off prior to the preparation of the repointing work.

We hope this is acceptable to you and look forward to hearing from you.

Hi Sarah,

As you are aware this is a temporary TRO (TTRO) to reduce the speed limit due to works being undertaken to assist with construction of the windfarm projects and is to keep the public and workers safe due to road widths, road speeds, and heavy plant crossing the carriageways between parcels of land.

Once the windfarm projects are completed, the TTRO will end.

If you wish to see the speed reductions become permanent, this will have to follow the same process as all other speed reduction TROs. There would need to be a feasibility study to determine whether the speed reductions meet NCC's Speed Strategy. We need to remember that the reasons for the speed reductions are different, one is for the safety of all road users due to construction works and is likely to be required under the DCO (Development Consent Order) which means that legally it will have to be removed at some point, and the one that you are proposing is for a general speed reduction to slow traffic in the village of Cawston and you will be looking for this to be permanent forever more.

A feasibility study will cost approximately £5k, and if supported by the Member and all other stakeholders will take between 12-18months to get through the legal process. This is likely to cost between £15-£25k to deliver due to the amount of work required, including signage. This cost will need to be funded by the PC/Member.

If the PC wish to progress with this, you will need to speak with your Highway Engineer, Richard to get the ball rolling. It is likely though that the feasibility study will need to occur after the DCO comes to an end as the Network Safety team will need to use data collated when the speed limits are at their existing levels, and not when the reduced TTRO reduced levels are in place.

Cawston Cemetery – Site Investigation Quotations Comparison Report

Purpose

The Parish Council invited five companies to quote to undertake a geotechnical site investigation at the proposed cemetery extension. However, only two companies have provided quotes. The primary objective is to determine the presence or absence of groundwater beneath the site to support planning and environmental compliance.

Summary of Quotations

Aspect	Quote A	Quote B
Total Fee (excl. VAT)	£3,999.00	£2,345.00
Scope of Works	3 no. dynamic sampling boreholes to approx. 6m depth. Groundwater monitoring wells in all boreholes. 4 no. monthly groundwater monitoring visits. Provision of a full factual report with borehole logs, drawings and data.	3 no. windowless sampler boreholes to 5m depth. Groundwater standpipes in 2 boreholes. 1 return monitoring visit. Technical note summarising findings.
Standards/Guidance	BS10175, BS1377, BS5930 and DEFRA guidance 'Protecting Groundwater from Human Burials'.	No specific standards listed, but implies standard geotechnical practice.
Programme	Start within 2–3 weeks; reporting 2–3 weeks after completion (approx. 6–8 weeks total).	Start within 4–5 weeks. One return visit and short report thereafter.
Included Deliverables	Factual report with fieldwork records, borehole logs, and groundwater monitoring data.	Brief technical note summarising results.
Additional Costs	Not specified beyond re-measurement; additional	Additional monitoring at £300 + VAT per visit; letters of reliance £500 + VAT each;

works subject to prior agreement.	mileage £0.55 + VAT per mile plus 7.5% admin charge.
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Comparison and Evaluation

- Quote A offers a more comprehensive investigation, with deeper boreholes (6 m vs 5 m), groundwater monitoring in all three locations, and four separate monitoring visits to assess seasonal variation.
- Quote B is a basic initial assessment, with fewer boreholes fitted with monitoring pipes and only a single return visit. It provides a technical note rather than a full factual report.
- Quote A specifically references British Standards and Government Guidance, ensuring compliance with burial ground regulations.
- Quote B does not cite any standards, though the proposed work would likely be compliant with general geotechnical practice.
- Quote B's shorter monitoring period would produce a faster but less detailed result.
- Quote A is approximately £1,654 more expensive but includes four times as many monitoring visits and a fuller report.
- Quote B is significantly cheaper but covers a reduced scope that may not fully satisfy Environment Agency guidance for cemetery extensions.
- Quote A explicitly warns that further works may be required if conditions are variable but provides a robust baseline study.
- Quote B may need additional visits or monitoring later, increasing cost and time if regulators require more data.

Conclusion

Both quotations address the same objective—assessing groundwater conditions—but they differ markedly in depth, duration, and deliverables. Quote A provides a comprehensive and regulation-aligned investigation, suitable for long-term assurance and Environment Agency scrutiny. Quote B offers a lower-cost, limited-scope option appropriate for preliminary understanding but may not provide sufficient evidence for planning or burial ground licensing.

Recommendation

If the Parish Council's priority is to ensure full compliance with groundwater protection guidance and to avoid the need for repeat investigations, Quote A represents the more robust and defensible approach.

If budget constraints are significant and only a basic initial assessment is required, Quote B could be accepted on the understanding that further monitoring may later be necessary, potentially increasing total costs.