

**MINUTES OF THE MEETING OF
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 23RD JUNE 2022**

See Appendix 1 for Public Question Time discussions.

- 1. Apologies for Absence:** C. Dawson, Cllr R. Adams (District Councillor). These apologies and the reasons for them were approved and accepted.
Attending: K. Fincher (Chairman), C. Arrow, A. Job, D. Lucas, M. Pollard, P. Richmond, J. Waizeneker, M. Perks, Cllr Mrs L. Robinson (County Councillor), Mrs J. Greenway (Clerk and Responsible Finance Officer).
- 2. Changes to Membership**
The Parish Councillor vacancy is being advertised for co-option.
- 3. Declarations of Interest**
 - a) Reminder and requirements noted.
 - b) c) d) Cllr Richmond's Disclosable Pecuniary Interest in agenda item 18 was noted (relating to planning application W/22/00587/OUT).
- 4. 2022/139 Minutes**
 - a) Minutes of the Annual Parish Council meeting held on 26 May 2022 were approved as a true and accurate record of the meeting and were signed by the Chairman. Proposed Cllr Arrow, seconded Cllr Pollard and agreed by all.
 - b) The minutes action summary was reviewed and will be updated following the meeting. Discussions pertinent to agenda items are recorded within the relevant section of the minutes. **Action: Clerk**
- 5. 2022/140 Reports**
 - a) **Cllr R. Adams (District Councillor)**
Apologies were recorded from Cllr Adams.
 - b) **Cllr Mrs L. Robinson (County Councillor)**
Cllr Mrs Robinson's report received in advance of the meeting was noted. Updates received included: Dates are awaited for the ATC meeting with the WCC Cabinet Member for Highways. Rebuilding of the section of Barracks wall along Brockhill Lane is due to start around late September, lasting for 16 to 20 weeks. A schedule for the WCC maintenance work (to the section of wall not being rebuilt) will be sought. **Action: Cllr Mrs Robinson**
Weed spraying around Brockhill, Norton has been requested and the new B4084 vehicle activated speed sign will be installed shortly.
The Welcome to Norton sign Divisional Allowance funding has been arranged. A proof of the sign will be requested for the Parish Council to confirm the Regimental Crest. **Action: Cllr Mrs Robinson**
The CCTV parking van is yet to start, with previous visits elsewhere in the County being part of a trial. Enquiries will be made to confirm that the van will be available for a visit to Littleworth and to seek a date(s) for this. **Action: Cllr Mrs Robinson**
WCC will be contacted to seek repair of the 20mph flashing signs in the vicinity of school (previously reported via the WCC website). **Action: Cllr Mrs Robinson**
A timescale for relocation of the weight limit sign along Woodbury Lane will be sought (WDC planning references 17/01934/FUL (condition 9) and 21/01166/FUL (condition 13)). **Action: Cllr Mrs Robinson**
Cllr Mrs Robinson left the meeting at 9pm after agenda item 13 (discussed after item 5b).
 - c) **Finance**
 - (i) Balances: current account £10,197.98 and deposit account £117,658.11 (both 23 June). It was highlighted that whilst balances are healthy, funds are committed or earmarked for future expenditure.
 - (ii) Monthly accounts and bank reconciliation to 31 May 2022 will be circulated. **Action: Clerk**
 - d) **GDPR**
Nothing further to report.
 - e) **Social Media Communications**
The report circulated in advance of the meeting was noted. Levels of engagement continue to grow and new signs publicising the Council's website and Facebook page will be displayed on Council noticeboards to extend the reach of communication channels.

f) West Mercia Police

Cllr Job is completing the annual Parish and Town Council survey. The Assistant Police and Crime Commissioner is seeking an update regarding Police proposals to install a defibrillator in the phone box in St James Close. Support for this initiative was confirmed in principle, subject to any financial or other commitments required from the Council being advised for consideration and agreement in advance.

g) St. James the Great Church, Norton

Cllr Fincher has met with Rev'd Badger to discuss a collaborative approach to hire of the Beechill Room at St James Church with the Parish Hall, with discussions ongoing. Rev'd Badger is supportive of a defibrillator being installed on the Church site and of proposals to develop a tranquillity garden on unconsecrated ground around the Church. Cllr Richmond has held a site meeting with an electrician to seek a quote for defibrillator installation. The Divisional Allowance defibrillator funding documentation will be reviewed to clarify whether this includes installation costs. **Action: Clerk**

6. 2022/141 Independent Internal Audit Reports

The independent internal auditor's 2021/22 reports were received and considered, with no matters to be brought to the attention of the Council. Approved as proposed by Cllr Waizeneker, seconded by Cllr Lucas and agreed by all.

7. 2022/142 Annual Governance Statement 2021/22

The Clerk/Responsible Finance Officer (RFO) referred to the Annual Governance and Accountability Return. Section 1 of the Annual Governance and Accountability Return – Annual Governance Statement 2021/22, was considered, approved and was signed by the Chairman and Clerk/RFO. There were no 'no' responses. Proposed Cllr. Pollard, seconded by Cllr Lucas and agreed by all.

8. 2022/143 Accounting Statements for 2021/22 and Accounts for the Year Ended 31 March 2022

The Clerk/RFO referred to the Annual Governance and Accountability Return and draft accounts for the year ended 31 March 2022.

Draft accounts for the year ended 31 March 2022 were considered, approved and signed by the Chairman and Clerk/RFO. Proposed Cllr. Job, seconded by Cllr. Lucas and agreed by all.

Section 2 of the Annual Governance and Accountability Return – Accounting Statements for 2021/22, was considered, approved and signed by the Chairman. Proposed Cllr. Waizeneker, seconded by Cllr. Lucas and agreed by all.

9. 2022/144 Exercise of Public Rights

The Clerk advised that the audit will be advertised to comply with requirements.

10. 2022/145 Completion of the Remainder of the 2021/22 Annual Governance and Accountability Return (AGAR) and Submission to the External Auditor

Supporting information to be submitted with the 2021/22 AGAR including year-end bank reconciliation, explanations for significant year on year variances, explanations for any differences between Section 2 boxes 7 – 8, reserve levels and dates for exercise of public rights, was considered and approved for submission. Proposed Cllr. Arrow, seconded by Cllr. Lucas and agreed by all. **Action: Clerk**

The Clerk/RFO was thanked for completing the annual accounts, AGAR submission and supporting papers.

11. 2022/146 Reserves Policy

The draft Reserves Policy circulated in advance of the meeting was reviewed and adopted. Proposed Cllr Lucas, seconded Cllr Richmond and agreed by all. **Action: Clerk**

12. 2022/147 Apiary Project and Tranquillity Garden

An update was received after agenda item 4a, with the report circulated in advance of the meeting noted. The Community Legacy Grant application has been submitted. Other funding opportunities are being sought by the beekeepers and Mr Perks in support of both the apiary and tranquillity garden projects. A website page and local information leaflet will be developed to update residents on plans and progress. **Action: Mr Perks**

Concerns expressed relating to a tranquillity garden in the area adjacent to the apiary were considered. It was agreed to engage further with the local community to manage the concerns raised. The majority

of consultation responses were positive.

Terms of reference for the Apiary Management Group were agreed subject to the addition of reference to this being an open, equal, and inclusive community group which reports to, and engages with, the community. Proposed Cllr Waizeneker, seconded Cllr Pollard and agreed by all. **Action: Mr Perks**

13. 2022/148 Public Rights of Way (PRoW)

Discussed after item 5b. It was agreed for Cllr Mrs Robinson to support WCC proposed changes to PRoW 5224C and 545C in the vicinity of the Parkway Station. A further request for regular litter picking along PRoW 523C (Woodbury Lane to the Station) will also be made. **Action: Cllr Mrs Robinson**
 Endeavours to progress surfacing improvements to the Littleworth to Stonehall bridleway continue, with an update awaited from Griffiths regarding their availability to carry out the proposed works.

14. 2022/149 Public Open Space/Verge Maintenance, Highways and Drainage Matters

Contact will be made with St Modwens business park to enquire if they would install/fund installation of a dog bin between Norton Road and the entrance to the Broomhall Way footbridge. **Action: Cllr Arrow**
 Persimmon Homes is seeking permission from WDC to remove a very unhealthy tree (protected by a Tree Preservation Order) from the Gazala Drive grass verge. Once this permission has been received, the remaining remedial work will be completed as agreed. Signs advertising land for a Traveller's site along the A4440 have been removed following Worcester City Council enforcement action.

15. 2022/150 Norton Connector Community Legacy Grant (CLG) Project

An update was received including a continued average of around 60 journeys per month and the revised cost structure resulting in significantly reduced monthly costs (which it is hoped will allow current funding to last until towards the end of 2023). A school run service consultation has started to establish the level of interest. It was agreed for a grant funding application to be made to Great Western Railway (GWR) for purchase of an electric minibus to provide the Norton Connector service. It is currently proposed for Worcester Wheels to own the minibus and to add this to their fleet of vehicles. The service would operate along the same lines as the current service but using an electric vehicle. The situation will be considered in further detail once the outcome of the application is known. Other avenues of funding are also being explored.

16. 2022/151 Parish Council Owned Lands

No matters currently outstanding. Agreed to remove from future agendas.

Action: Clerk

17. 2022/152 Sentry Statue Landscaping Proposals

Groundworks are progressing and the statue is due to be installed on 28 June. Insurance cover will be put in place with effect from the installation date as previously agreed. **Action: Clerk**

The risk assessment for installation of the statue will be circulated to members for agreement by 28 June. It was noted that the regular checks detailed within the risk assessment will be undertaken by a member of the Worcester Norton Regiment Group (WNRG) and Cllr Fincher, with the Council Groundsman also to be asked to monitor on a weekly basis. Unveiling of the statue is being arranged by the WNRG in liaison with WCC to explore a joint unveiling with the Parkway Station. Cllr Job is working with the WNRG to develop a plan for landscaping around the statue and to seek quotes for consideration by the Parish Council. Clarification will be sought from the WNRG regarding plans for benches and information boards. **Action: Cllr Job**

A landscaping budget of £3k was agreed subject to Council approval of the design. Proposed Cllr Arrow, seconded Cllr Waizeneker and agreed by all.

18. 2022/153 Planning

a) Current Planning Applications – the following applications were noted.

	<u>Location and Application Number</u>	<u>Description of Proposal</u>
<u>Approvals:</u>	The Elms, Hatfield Lane, W/22/00845/HP	Relocation and installation of new domestic heating oil tank. Parish Council supports.
	Keepers Gable, 22 Vimiera Close W/21/00421/HP and W/21/00422/LB	Demolish wall and rebuild replacement wall. Parish Council supports. Plus amendment to extend length of wall to be rebuilt.

<u>Refusals:</u>	Land At (Os 8774 5055), Hatfield Lane, Norton W/22/00787/FUL	Proposed relocation of prefabricated timber office building to plot of land between Norton Farm and Norton Grange. Parish Council objects.
<u>Awaiting Decision:</u>	Land to the south of the City of Worcester, Bath Road. MHDC/13/00656/OUT Welbeck Land	Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed- use development with local centre to the south of Worcester. Additional Information Jan 2018: ecology update. Approved with s106 agreement outstanding.
	Ketch Field, Broomhall Way. Worcester City Council 20/00775/FUL	91 new dwellings and improvement of existing access, including green infrastructure and associated works. Parish Council supports subject to traffic concerns.
	Worcester Norton Sports Club, Brockhill Lane W/22/00256/LB and W/22/00255/FUL	Proposed refurbishment of Clubhouse building (including the demolition of cricket changing facilities), and the construction of multi-function community hall and cricket pavilion including alterations to existing car park, drainage and landscaping - Variation of Conditions 3 & 4 of 20/02852/LB and 20/02815/FUL. Parish Council supports
	30 Salamanca Drive, Norton. W/22/00642/HP	Variation of condition 2 on approval 21/01430/HP - amendment to roof elevation. Parish Council supports.
	Roundabout Where Broomhall Meets, Norton Road. W/22/00814/ADV	Sponsorship signage for display on roundabout (4 identical signs). Parish Council supports.
	Properties 1 and 2, Church Cottage, Church Lane, Norton. W/22/00587/OUT	Outline application (with some matters reserved) for the construction of 2no. new dwellings. Parish Council supports in principle.
	Cooksholme Farm, 3 Wadborough Road, Littleworth W/22/01044/LB	Demolish what remains of the Barn 1 timber framed structure and its plinth walling. The roof sheeting and purlins were stripped off by a recent windstorm, and subsequently the timber frame fell as it lost its roof bracing. Parish Council objects
	Anglers Club House And Fishing Lakes, Church Lane, Norton W/22/01021/ADV	1No. Totem, 2No. Letter Signs, 3 no. fascia signs and 7 No. directional signs. Parish Council does not object to proposed signage but issues with the application highlighted including the retrospective nature of this.
	Unit 8, Crucible Business Park, Woodbury Lane, Norton W/22/01137/FUL	Change of use of vacant building from Sui Generis to Use Class E (Commercial, Business and Service), B2 (General Industrial) and B8 (Storage and Distribution) uses, partial demolition of building, Re-cladding and Re-roofing of building, new fenestration and doors, covered cycle parking. Parish supports subject to traffic movement concerns
<u>Internal Consultation:</u>	La Gardensana, Caravan At, Church Lane, Norton W/22/01230/CLE	Application for a Lawful Development Certificate for Existing use for C3 residential use and associated residential curtilage (garden land). The applicant has continuously lived in the caravan and utilised the curtilage for domestic garden use for more 33 years.
<u>Other:</u>	None	

Application W/22/01230/CLE was considered, with a support response agreed. Proposed Cllr Lucas, seconded Cllr Arrow and agreed by all. **Action: Clerk**

Siting of a large static caravan along Hatfield Bank was discussed. An enquiry will be submitted to Wychavon Planning Enforcement to clarify the need for planning permission. **Action: Clerk**

Reports of ground clearance work to an area of land to the rear of 7 Cambrai Drive and at the end of Yew Tree Court were considered. It was agreed to report this to Wychavon Planning Enforcement as an alert to work undertaken, to seek a halt to further work and for clarification of permissions required/ breached. It was agreed for a letter to be drafted for submission by the Clerk (copy to Cllr Adams, District Councillor). **Action: Cllr Arrow, Cllr Pollard, Clerk**

19. 2022/154 Norton Parish Hall Community Legacy Grant (CLG) Project

An update was received from the Parish Hall Project Working Group (PHPWG). The community shop opened on 5 June and is proving very popular. One more machine is due to be installed in early July. The last items of expenditure are being finalised, with a recommendation for painting the end external

wall of the Hall at a cost of £435 plus VAT agreed. Proposed Cllr Arrow, seconded Cllr Job and agreed by all. With the project now essentially complete, the PHPWG has been closed.
Cllr Job left the meeting at 10.45pm. The meeting remained quorate.
Options and costs to improve ventilation in the shop are being explored for consideration.

20. 2022/155 Parish Hall Recreation Facilities and Outside Space

Feedback was received regarding dogs being walked off lead in the Parish Hall grounds. Additional signage will be explored, with details provided to the Clerk. **Action: Cllr Arrow, Cllr Waizeneker**

A FA review of the Hall playing field/football pitches is being pursued by the Drakes Broughton Junior Football Club (DBJFC) to explore pitch improvement possibilities and funding opportunities. DBJFC is expanding its use of the Hall playing field and is taking over the old Forest School store from the baseball team (following installation of the new baseball shed).

The Parish Hall Trustees are planning a picnic bench maintenance day to assess/refurbish the benches (where possible) and to place slabs under each bench leg for stability and protection.

Cllr Arrow reported on play area/MUGA related matters following a site meeting with the groundsman. It was agreed to await the report following the annual safety inspection undertaken on 17 June (which the groundsman attended) to agree actions required and consider engagement of a playground maintenance specialist. The 'spiro gyro' piece of equipment remains out of action pending repair and other maintenance items are being progressed e.g. re-tensioning of the MUGA fencing. No high risk matters are expected to be reported following the inspection.

Feedback received regarding a BMX track in the Hall grounds was noted for future consideration.

21. 2022/156 Parish Hall

Nothing further to add to discussions included under earlier agenda items.

22. 2022/157 Worcester Norton Sports Club/Worcester Norton Community Interest Company

Dispensations were noted, with Cllr Fincher included in discussions. An update was received from Cllr Fincher (Council WNCIC Board representative) which highlighted the WNSC Extraordinary General Meeting scheduled for 3 July, after which the situation will become clearer.

23. 2022/158 Allotments

Discussed after item 18.

The update provided in advance of the meeting and discussions under the Public Question Time were considered. It was agreed that a firmer stance will be taken where tenants aren't fully working plots. Where plots (in their entirety) are not being kept in good condition and properly cultivated, notice of maintenance letters will be sent to tenants giving a period of one month's notice to bring their plots up to the standard required by the tenancy agreement, and if this isn't achieved their tenancy will cease. It will be highlighted to tenants that strimming of grass/weeds is not considered to reflect 'a good state of fertility and cultivation'. Letters will be sent to tenants of those plots identified as not being fully worked during the allotment visits of 13/14 June.

Action: Clerk/Assistant Clerk

Revision of the tenancy agreement to include more detailed wording regarding how the Parish Council will respond to breaches in the tenancy agreement was agreed. A revised tenancy agreement will be sent to all tenants for information and acceptance.

Action: Clerk/Assistant Clerk

When re-letting plots, it was agreed for the Assistant Clerk to split large plots wherever possible to minimise the risk of plots not being fully worked, whilst retaining the flexibility to match tenant requirements to size of plot.

Proposed Cllr Richmond, seconded Cllr Pollard and agreed by all.

Cllr Richmond and Cllr Lucas left the meeting at 10.40pm. The meeting remained quorate.

Photos will be taken of plots not being fully worked at each allotments visit to provide a record for sending of notice of maintenance letters and to monitor progress in bringing the plots up to 'a good state of fertility and cultivation'.

Action: Clerk/Assistant Clerk

Cllr Job left the meeting at 10.45pm. The meeting remained quorate.

24. 2022/159 Employment Matters

Nothing further to report.

25. 2022/160 Finance

a) It was proposed by Cllr. Waizeneker, seconded Cllr. Arrow **and all were in agreement** that the accounts presented to the meeting, as summarised below, be approved for payment/confirmation.

Accounts for Confirmation:

Category	Detail	Amount £ *
Administration	'A' frame chalkboard for village shop	34.90
	2021/22 Internal audit fee	110.00
	Admin and toilet access fees payable to Parish Hall re baseball bookings April and May 2022	74.00
	Expenses reimbursement – Zoom subscription fee June 2022	14.39
Grounds/ Parish Property Maintenance	weed spraying Norton Parish Hall outside space (agreed 24 June 2021 PC meeting)	456.00
	Supply and fit door closer to door of Norton Parish Hall shop	104.99
	Churchyard mowing 1 June	126.00
	Mowing areas adopted from Persimmon Homes 12 June	186.00
	Allotment water bill	29.75
	TOTAL	1,136.03

* Incl. VAT where payable

Accounts for Payment:

Category	Detail	Amount £ *
Staff Costs	June 2022 payroll: Clerk & Assistant Clerk honorarium, groundsman & litter picking work (gross incl. payroll expenses), pension contributions	2,185.80
Administration	Parish Council mobile phone contract July DDR	9.00
	TOTAL	2,194.80
	GRAND TOTAL	3,330.83

* Incl. VAT where payable

b) The grant application received from the Norton Theatre Group (relating to staging costs for the Hall Jubilee picnic) was considered and a £100 grant agreed. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

c) Continued use of standing orders, direct debits, BACS and CHAPS payments (authorised in line with the bank mandate/Council Financial Regulations) was approved. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

d) Renewal of the CPRE subscription was agreed at a cost of £36. Proposed Cllr Pollard, seconded Cllr Waizeneker and agreed by all. **Action: Clerk**

26. 2022/161 Correspondence for Information

See Appendix 2 for a list of correspondence received.

27. 2022/162 Clerk's Report on Urgent Decisions/Expenditure Delegations since the Last Meeting

As reported during the meeting.

28. 2022/163 Items for Update to Local M.P.

None.

29. 2022/164 Councillors' Reports and Items for Future Agenda

None.

30. 2022/165 Date of Next Meeting

Parish Council Meeting 21 July 2022. Apologies were received in advance from Cllr Pollard.

The meeting closed at 11.05pm

One member of the public attended the Public Question Time Session to raise matters relating to the allotments.

Key discussions are summarised as follows:

- Concerns were raised regarding the untidy and uncared for state of many of the plots, with the Council asked to take action to remedy this.
- Those tenants that are working hard to maintain their plots are suffering with the nuisance and additional work created by spread of seeds from grasses/weeds on other plots.
- The Parish Council explained that allotment visits were undertaken on 13/14 June and these have identified a number of plots that are in need of maintenance to bring them up to the standard required by the tenancy agreement.
- Allotment matters will be discussed during the Parish Council meeting (agenda item 23). Discussions will include consideration of the following proposals:
 - To send 'notice of maintenance' letters to tenants not adequately working their plots, giving a period of one month's notice to bring their plots up to the standard required by the tenancy agreement, and if this isn't achieved their tenancy will cease.
 - To revise the tenancy agreement to include more detailed wording regarding how the Parish Council will respond to breaches in the tenancy agreement. A revised tenancy agreement will be sent to all tenants for information and acceptance.
- The Parish Council will ensure that more regular allotment visits are undertaken to monitor the site as a whole and working of plots.
- Where larger plots are given up, these will be split into a number of smaller plots (wherever possible) to minimise the risk of plots not being fully worked.
- The Parish Council also wishes for tenants to take pride in their plots and will look to reinstate the best kept allotment competition.
- It was agreed that in the current economic climate it is even more important that plots are being fully cultivated to grow produce for consumption by tenants.
- Introduction of an allotment tenant group/committee/association was suggested. The visiting tenant was happy to be involved and agreed to gauge the interest of other tenants.

The member of the public was thanked for attending the Public Question Time session and for their support with allotment matters.

Correspondence Received for 23 June 2022 Parish Council Meeting	
Sender	Subject
CALC	<ul style="list-style-type: none"> • Updates on various matters and training sessions, including Citizens Advice South Worcestershire, Local Council Award Scheme Accreditation Panel, Crowdfund Worcestershire, Police Fraud and Scam news, Wychavon Area Committee Meeting, Elgar Jubilee Festival, Smoking Survey, Make a Change (video for potential new Councillors), NALC Events, Dates for the Diary, Training, Reminders from CALC, Clerk Vacancy, NALC Chief Executive's bulletin • CALC'S Executive Officer report for the June 2022 Wychavon area meeting • Civility and Respect Newsletter • Agenda for Wychavon quarterly meeting 9 June
Community First	E-bulletins
CPRE	Campaign updates, It's time to level up access to nature
Member of the public	Land ownership/planning enquiry
Member of the public/St Peter's Parish Council	Traveller's site signage A4440
Resident	Large caravan located along Hatfield Bank
NALC	Newsletters and Chief Exec's bulletins
One Network	Local roadworks reports
Rural Services Network	Bulletins: Rural opportunities/funding/vulnerability service/news
Soc. Local Council Clerks	Chief Exec news bulletins and updates
Soc. Local Council Clerks	New Advice Telephone Number Now Live
West Mercia Police/SNT	PCC Town and Parish council survey
Worcs CC Highways	<ul style="list-style-type: none"> • Mapping of grass cutting • Minerals Local Plan - Authority Monitoring Report 2018-2020, including Local Aggregates Assessment
Wychavon DC	<ul style="list-style-type: none"> • Chance to win £50 with Wychavon's active travel survey • New leisure centre planned for Droitwich Spa • Droitwich Spa Food & Drink Festival returns • Ticket to Ride Fund • Local building firm benefits from upskilling grant • Flying the flag for our Armed Forces • Community food provision survey • Small change can make a Big Difference • Wychavon steps in to fund free school meals over half term
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda Planning Committee meeting 23 June 2022 • Minutes Planning Committee meeting 26 May 2022 <u>Approval Notices:</u> • W/22/00845/HP - The Elms, Hatfield Lane, Norton: Relocation and installation of new domestic heating oil tank. • W21/00421/FUL - Keepers Gable, 22 Vimiera Close, Norton: Demolish wall and rebuild replacement wall • W/21/00422/LB - Keepers Gable, 22 Vimiera Close, Norton: Demolish wall and rebuild replacement wall <u>Refusal Notice:</u> • W/22/00787/FUL - Land At (Os 8774 5055), Hatfield Lane, Norton: Proposed relocation of prefabricated timber office building to plot of land between Norton Farm and Norton Grange