
Upwell Parish Council

Minutes of the Extra Ordinary meeting of Upwell Parish Council, Tuesday 4th August 2026, 7pm

Committee Members: Cllr Aston, Cllr Gooch, Cllr A Harrison, Cllr Shorting, Cllr Pope, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Spikings, Cllr Fairbrother, Cllr Hartley, Cllr Rose.

Those Present: Cllr Aston, Cllr A Harrison, Cllr Shorting, Cllr Gooch (arrived 19.01pm), Cllr Pope, Cllr K Harrison, Cllr Robinson, Cllr Carr, Cllr Judd, Cllr Spikings, Cllr Fairbrother, Cllr Hartley, Cllr Rose, M Hilton Clerk.

Public: four

Apologies: None

MINUTES

- 1. Welcome and opening remarks:** Cllr Spikings welcomed everyone to the meeting.
- 2. To consider and approve apologies for absence:** No apologies received.
- 3. To disclose any conflicts or financial interests related to items on this agenda:** Councillor Spikings and Cllr Rose declared an interest in all planning applications as they sit on the Planning Committee at Kings Lynn Borough Council.
- 4. Public Forum (15 minutes):**

Two members of the public said the proposed development would border their property and overlook their lounge. The other two members did not wish to speak.
- 5. To discuss Planning Application Consultation 26/00591/F.** Change of use of land to residential Gypsy / Traveller site formed from three static caravans, three touring caravans and ancillary works including permeable hardstanding at land east of Redroofs New Road Upwell.

The Clerk read a statement : the current application is not identified as site allocation in the Local Plan so it should be determined through part 2 for Policy Local Plan 32 and the Planning Policy for Travellers sites. Page 185 of the Local Plan is applicable.

Cllr Spikings handed the discussion to Cllr Harrison, Chair of the Planning Working Group.

Cllr A. Harrison said he had referred the planning application to the full Council because he believed it should be decided by all councillors rather than only the Working Group.

Cllr Aston referred to the Environment Agency's comments on the King's Lynn Planning Portal:

The Flood Map for Planning places the site within Flood Zones 2 and 3, which the Planning Practice Guidance identifies as having medium and high flood risk respectively. Caravans intended for permanent residential use are classed as highly vulnerable under Annex 3 of the National Planning Policy Framework. Table 2 of the Planning Practice Guidance states that this type of development is incompatible with Flood Zone 3 and should therefore not be permitted there. A previous application was refused on this basis.

The police encouraged the applicant to incorporate Secured by Design principles into the development. These principles aim to deter crime and anti-social behaviour by promoting natural surveillance, clear ownership and responsibility, secure vehicle parking, suitable lighting, defensible space, and coordinated landscaping. Evidence indicates that including such measures during construction or refurbishment can reduce crime, fear of crime, and disorder.

Clerk to the Council; Melanie Hilton (CiLCA Qualified). Mobile; 07368 420237 Email; clerk@upwell-pc.gov.uk

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Cllr A. Harrison clarified that planning application 07/00686/CU, submitted in 2004, was refused and remained refused on appeal. That application proposed two static caravans; the current application proposes three static and three touring caravans. The site was not approved under the Local Development Framework. Referring to an email circulated before the meeting, Cllr Harrison stated:

The site has several identified constraints, including potential effects on local character and landscape, flood risk, and access. Although the surrounding rural roads have limited capacity, the existing and proposed development is small in scale and is unlikely to severely affect the road network. The site lies within Flood Zone 2 and partly within Flood Zone 3, and the GTAA identified no need arising from this location. Its landscape and townscape impact is considered substantial because development would introduce backland building into an undeveloped area with a largely linear, rural character. The site was therefore assessed as unsuitable, primarily because of its location, access, and townscape constraints, and is not proposed for allocation in the Local Plan. This assessment was taken from:

https://www.west-norfolk.gov.uk/info/20079/planning_policy_and_local_plan/882/examination_library_index
K32 GTRA (0), pages 272–274.

The planning portal states that the land has been used as a Gypsy and Traveller site since March 2026 and provides four parking spaces. However, no caravans or vehicles have been observed on the site, and the current application does not propose more than four parking spaces.

The application provides no clear information on foul-water disposal. Access from the A1101, which was a concern in the previous application, was considered increasingly hazardous because of tree growth in the area.

Cllr Gooch said the proposal would harm the countryside and that the site was unsuitable because of its position on the A1101.

Concerns were also raised about surface-water runoff from the extensive hardstanding. As the Internal Drainage Board is not consulted on planning applications, no advice had been provided.

Although additional Gypsy and Traveller sites will be needed, the concerns raised in the previous application remain. If the Borough Council approves the current application, Upwell Parish Council will request a clear justification.

The public vote recorded no votes in support, ten objections, and one abstention. Cllrs Spikings and Rose did not vote.

Cllr Spikings declared that she had called in the application for consideration by the Borough Council's Planning Committee.

6. Close: the meeting closed at 19.19pm

Signed by the Chair **Date**