

HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 05 September 2017.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr P Dore – Vice Chairman

Cllr Bendle, Cllr A Lys, Cllr G Maltby, Cllr C Dunnett, Cllr Chan, Cllr Foord, Cllr Riley, Cllr Stickland

Clerk – Alison Doe

There were 6 members of the public present including District Cllr Bendle

1. **Apologies for absence** – were received from Cllr Shingfield (away).
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**

Cllr Chan declared an interest in agenda item 9.8.

Cllr Riley declared an interest in agenda item 13.

Cllr Eldridge declared an interest in agenda item 15.

3. **Guest Speaker - South Norfolk Council - Barbara Howard – Talk regarding the Community Connectors initiative**

Barbara Howard was welcomed to the meeting by the Chairman and gave a talk on the South Norfolk Council Community Connectors initiative. Barbara explained the Early Help Hub which is a multi-agency initiative (including Housing Officers, Police and Children’s Services) devised to give a more efficient service to those who need to use their services, for example, a vulnerable person having to only explain their situation once in order to access the right help and support. Barbara explained that her role as a Community Connector was to be available to offer information and guidance for residents on where to get help on a range of non-medical issues that may have a negative impact on health and wellbeing (for example debt advice, grant information, bereavement advice). A Community Connector will visit libraries and Doctors surgeries, and a Doctor may prescribe that a patient meet with the Community Connector for help, a Community Connector can also be contacted directly by a resident who is in need of advice. Barbara was thanked for attending the meeting and her contact details will be available in the Parish Magazine.

4. **Public participation session**

- Rev. Colin Reed advised that work would soon begin for the heating and lighting in St Andrews Church. While the work is underway, the church will be largely unavailable, some use may be possible on Sundays but it is hoped that the work will be substantially finished by Remembrance Day. Rev. Reed explained that there may be the need for the Attleborough Road to be closed for a very short period of time.
- Concerns were raised regarding the hedges of Blair House, Bond Street and the Old School House, Hardingham Street encroaching some way onto the pavement therefore causing difficulties for pedestrians, it was also raised that parked cars on the pavement of Hardingham Street were also causing an obstruction to pedestrians. The Clerk explained that the Hedge on Bond Street had previously been reported to Norfolk County Council (as the Highway Authority responsible for ensuring that public highways are unobstructed).
- A representative from the Hingham Society’s conservation group outlined the proposal for a nature/wildflower area at the far end of the Watton Road Playing Field (ref: agenda item 17), advising that if the proposal was agreed the area would be managed by the

Hingham “Conservation” Society. The society would be happy to welcome new members and volunteers.

- Concerns were raised regarding litter being left on the network of Public Right of Way footpaths and permissive paths in Hingham, and a request was made for a notice to go into the parish magazine.

5. Accuracy of the Minutes of the Town Council meeting of 04 July 2017

The Minutes were agreed as correct and signed by the Chairman with the following amendment in paragraph 6.2:

The planting of the entrance bank had not been very successful as not many of the plants had ~~not~~ survived...

6. Matters Arising (written report circulated prior to the meeting see Appendix A) The Clerk also confirmed that the pothole filler for the cemetery had been delivered.

7. Working party reports (written reports circulated prior to the meeting)

7.1 The events working party reported that there were 35 stalls booked for the Christmas “Fayre on the Fairland” on 9th December 2017, with the Town Council holding a raffle, selling festive foliage, mulled wine, craft table and a throw the snowball game. Volunteers would be most welcome. Hingham Primary School will be asked to participate (carol singing and making crafts/decorations).

7.2 The Cemetery and Churchyard working party reported that work to replace trees/shrubs in the cemetery will be done over the autumn. Applications have been made to South Norfolk Council for tree works in the churchyard, and tree work is also needed in the cemetery (removal of dead wood), quotations will be sought for all of the work once SNC permission is granted. Clarification is needed regarding the Archdeacon permission given for tree work, (as to the extent of the work that it covers) but the handyman has been instructed to undertake the pruning to raise the low canopies through the churchyard. Archdeacon permission has been given to repair the Church Street wall.

8. Reports from representatives on external bodies

The Hingham Playing Field Association reported that there had been a very good response to their questionnaire which has shown that the facilities are used by both Hingham residents and non-residents. It was also reported that the issue of the tennis club business rates had been resolved with the club being rated separately due to the rate relief it receives.

9. Correspondence

9.1 South Norfolk Council - Proposed a Public Space Protection Orders (regarding dog fouling and prohibiting dogs from play areas)

9.2 Norfolk County Council - Better Broadband for Norfolk Project - New Communications Cabinet for Hingham (ref BBfN Hingham 7) –(the BBfN Programme is due to complete by the end of March 2020.)

9.3 South Norfolk Council - Community Governance Review

9.4 CPRE Norfolk - Vision for Norfolk #V4N

9.5 CPRE – Council Pledge

9.6 South Norfolk Council -CPRE campaign re land allocation: issue of predetermination

9.7 PC Jim Squires - Norfolk Constabulary Newsletter

9.8 Lilian Taylor – Harrods of Hingham (the owner of Harrods advised that the building was due for some planned restoration, the Clerk is to ask Lilian Taylor if she

wishes for a formal reply from the owner of Harrods – *n.b Lillian Taylor has since declined*)

- 9.9 Christopher Pettifer - Hardingham Street play space** - The Clerk had passed on allegations of drug use at the play space to the police, who have advised that any should incidents should be reported (via telephoning 101) at the time they occur. It was queried as to whether there was signage displaying contact details for the Hingham Playing Feld Association at the play space.
- 9.10 Sophie Key-Smith - Skate park at Watton Road Playing Field** – issues with litter including empty alcohol containers.
- 9.11 Patricia Hammond – Overgrown Hedges (on The Dell) overhanging Springfield Way**
- 9.12 Jennifer Land – state of “the drift” between Norwich Road and Hardingham Road** – The Clerk to report to Norfolk County Council

10. District Councillor's report

District Cllr Bendle advised that she had published the Community Connector details in her report in the parish magazine. It was also reported that the Public Space Protection Orders would replace the current legislation relating to dog fouling and the control of dogs in public places, but evidence would still be required before any action/enforcement would take place. Cllr Bendle reported that South Norfolk Council had been awarded Platinum Status for the Investors in People Awards, and that she had a small budget available to give as grants to community groups/projects.

11. County Councillor's report

County Council Dewsbury did not attend the meeting.

12. Planning Decisions

- 12.1** 2017/1986 - 27 Norwich Street Hingham Norfolk NR9 4LJ
Non Material Amendment following 2016/0474/F - confirmation of location for cash machine. - Approval with no Conditions
- 12.2** 2017/0996 - 4A Low Road Hingham Norfolk NR9 4NG
Outline permission for one dwelling and garage - Refusal
- 12.3** 2017/0707 - The Barn White Lodge Farm Hardingham Road Hingham NR9 4LY
Proposed alterations and extension with new garage/car port - Refusal
- 12.4** 2017/1485 - 27 Norwich Street Hingham Norfolk NR9 4LJ
Discharge of Condition 3 (Materials) of 2016/0474 - Demolition of existing garage building (including the forecourt canopy) and construction of a new food convenience store (Use Class A1) with alterations to the car parking area – Approved
- 12.5** 2017/1429 - Colinton 2 Bears Close Hingham Norfolk NR9 4LN
Demolition of single storey rear building and erection of 1 1/2 storey rear extension - Approval with Conditions
- 12.6** 2017/1290 - Pawprints Hardingham Road Hingham Norfolk NR9 4LX
Removal of existing large shed to be replaced with oak framed cart lodge with storage room above. - Approval with Conditions
- 12.7** 2017/1107 - Little Ash Cottage 7 Pitts Square Hingham Norfolk NR9 4LD

fell beech tree - No objections

- 12.8 2017/1118 - Manson Green Farm Dereham Road Hingham Norfolk NR9 4PX
Replacement front porch & new first floor window opening to front elevation. -
Approval with Conditions
- 12.9 2017/0633 - 11 Chapel Street Hingham NR9 4JH
Variation of Condition 2 of planning permission 2014/0039/F - amendments to
previous drawings including new roof lights. - Approval with Conditions

13. Planning Applications (as notified by SNC for consultation)

- 13.1 2017/2008 and 2017/2009 29 Market Place Hingham NR9 4AF
Porch extension (re-siting Oil Tank). Replace mullioned window to South elevation
GF. Replacement of concrete garage and construction small garden shelter**
The council agreed that there were no objections to the window replacement and
garden shelter, but to raise the following concerns regarding the porch extension:
Insufficient room for the planned extension and that it was not in keeping with the
existing dwelling.

Applications for information, where Town Council is not consulted for comment

The following applications are made by Hingham Town Council

- 13.2 2017/1940 - Church Of St Andrew Attleborough Road Hingham Norfolk
*14x Yew trees and 3x other trees interspersed - reduce up to 3m to leave 5m in height
and reduce width by 0.5m*
- 13.3 2017/1941 - Church Of St Andrew Attleborough Road Hingham Norfolk
*2 x Holly trees - raise the low crown by up to 2m and reduce the crown by up to 3m to
leave approx 6m*
- 13.4 2017/1942 Church Of St Andrew Attleborough Road Hingham Norfolk
*Sycamore tree - reduce extended limbs over roof by 2m to leave approx 3.6m and clear
epicormic growth from base*
- 13.5 2017/1939 - Church Of St Andrew Attleborough Road Hingham Norfolk
*1x Limes - raise crown to give 2.5m clear from roof. 4x Limes - clear branches from roof
by 3m*
- 13.6 2017/1937 - North Greens Of The Fairland Hingham Norfolk
*Cherry tree - reduce lower limbs overhanging parking on road and Oak tree - remove
hung branches*
- 13.7 2017/1933 - Top Corner Of North Green Market Place Hingham Norfolk NR9 4AF
Rowan Tree -fell
- 13.8 2017/1934 Church Of St Andrew Attleborough Road Hingham Norfolk
T25 Yew Tree - fell
- 13.9 2017/1938 - Church Of St Andrew Attleborough Road Hingham Norfolk
*1x Lime - raise low crown to 2.5m clear from roof (the Clerk advised that SNC had
made an error entering this application on to their system and was a duplicate on
2017/1939)*

14. To note the return of the newly refurbished town sign and pass on gratitude to Cllr Shingfield for commissioning the restoration and to the artist Marianne Turner

It was commented on how nice the newly painted sign looked – letters of thanks are to be written to Cllr Graham Shingfield and Marianne Turner.

15. To consider the request from the Hingham Charity for the Council to nominate a new Trustee

Cllr Christine Dunnett was appointed as the new Council trustee for the Hingham Charity.

16. To nominate a Council representative for the Hingham Playing Field Association

Cllr Peter Eldridge was nominated as the new Council representative for the Hingham Playing Field Association.

17. To consider the proposal by The Hingham Society (who seek permission) to start to develop a wildlife area, initially wildflower, at the bottom end of the Watton Road playing field.

The Council agreed to give permission for this proposal, provided that the Hingham Playing Field Association was also in agreement.

18. To consider the suggestion by South Norfolk Council to extend the lease for the public toilets from 35 years to 99 years/or the transfer of the freehold to Hingham Town Council

It was agreed to express an interest in the freehold of the toilet block building and to request further information (regarding the financial implication) from South Norfolk Council.

19. To discuss the maintenance of the Trod Path (following a resident's complaint that it has become overgrown)

Cllr Daisy Foord spoke on behalf of the volunteers who maintain the trod, advising that it is trimmed and the trod is used regularly.

20. To receive and discuss any ideas for an application for Parish Partnership (small highway projects) funding from Norfolk County Council

It was agreed to ascertain if the Town Council have the right to improve the Stone Lane footpath, the footpath from Norwich Road to Hardingham Road and the footway (pavement) on the corner of Bears Lane/Mill Corner.

21. Proposal to remove the dog bin on Attleborough Road by the cemetery and replace it with a litter bin

The Council agreed to purchase a heritage style plastic litter bin to be placed in this location, and to also remove the dog waste bin (the Clerk to notify South Norfolk Council).

22. Proposal to purchase 3 new litter bins (heritage style) (2 as replacements for the Market Place and 1 for Attleborough Road if agenda item 21 is agreed)

It was agreed to refurbish the 2 cast iron bins in the Market Place and to purchase new steel liners for both (due to the cost of new replacement cast iron bins being over £600 each), it was also agreed to purchase a new plastic heritage style bin for Attleborough Road (by the cemetery).

23. To consider the purchase of a Christmas tree

It was agreed to purchase a Christmas tree (it was noted that the budget for tree and lights is £400) – Cllr Eldridge will contact Hockham Christmas Trees where the 2016 tree was purchased from.

24. Proposal to purchase a wreath from the Royal British Legion (under S137 LGA 1972)

It was agreed to purchase a wreath to the value of £40.

25. A reminder of the Town Council open evening scheduled for 17 October 2017

The Clerk advised that officers from the Police Safer Neighbourhood Team had been invited to attend.

FINANCE**26. To consider the grant application by Club 99 (under S137 LGA 1972)**

The application for a £200 grant to help support activities for vulnerable children was considered, as some (14) children from Hingham already attend the Club 99 it was agreed to award the grant as applied for.

27. To confirm the date of the next Finance Committee meeting, proposed as 19 September 2017

As not enough Councillors (on the Finance Committee) would be available to attend a meeting on 19th September 2017 a meeting would not be possible on that date. It was agreed that the budget monitoring would take place at the next full Council meeting on 03 October 2017.

28. Accounts for Payment (Cheques signed 01 August 2017) (details of the accounts below were circulated to all Councillors via email prior to the cheques being signed)

TOTAL	PAYEE	DETAILS
£738.11	D RAMM	WAGES (726.18)
		BINBAGS (4.98)
		CLEANING PRODUCTS (6.95)
£672.63	A DOE	WAGES
£6.20	NATIONAL FEDERATION OF CEMETERY FRIENDS	CEMETERY ADVICE BOOK
£100.00	THE MILESTONE SOCIETY	DONATION FOR HINGHAM MILESTONE REFURBISHMENTS
£294.19	K AND M LIGHTING	CONTRACT
£1,554.49	K AND M LIGHTING	REPLACEMENT LIGHT STONE LANE
£563.47	EON	ELECTRICITY JULY 2017
£65.99	EUROFFICE	TOILET ROLL
£57.82	FIRST COPY	METERED PRINTING
£195.00	C & C SERVICES	REMEDIAL WORKS FAIRLAND STANDPIPE
£2,222.62	Hingham Playing Field Association	S106 MONEY
£6,470.52	TOTAL	

28. Accounts for Payment (September 2017) (further invoices had been received after the publication of the agenda (Zurich Insurance, First Copy for Metered Printing and Start Traffic Management for pothole filler), and the cost of the Royal British Legion Wreath also needed to be added, making the Accounts for Payment for September 2017 as below.

TOTAL	PAYEE	DETAILS
£47.94	EUROFFICE	TOILET PAPER AND CLEANING CLOTHS
£881.85	D RAMM	WAGES 5 WEEKS
£714.68	A DOE	WAGES (672.63)

		CLEANING PRODUCTS (19.65)
		KEY CUTTING (22.40)
£625.81	E-ON	ELECTRICITY AUGUST 17
£294.19	K AND M LIGHTING SERVICES	CONTRACT
£16.48	NEST	PENSION
£4,500.00	NORFOLK COUNTY COUNCIL	PARISH PARTNERSHIP MARKET PLACE PAVEMENT
£2,852.27	TTSR	GRASS CUTTING 2ND QUARTER
£1,583.46	ZURICH	ANNUAL INSURANCE
£42.57	FIRST COPY	METERED PRINTING
£52.74	START TRAFFIC MANAGEMENT LTD	POTHOLE FILLER
£40.00	ROYAL BRITISH LEGION	WREATH
£11,651.99	TOTAL	

The meeting ended at 9.35pm

Signed Chairman 03 October 2017

Clerks Report for 05 September 2017

Min:	Update
	Matters Arising From the minutes of the meeting on 04 July 2017
13	The application to vary the Premises Licence for the White Hart to include outdoor entertainment and 24 hour sale of alcohol for consumption on and off the premises for hotel residents and guests has been withdrawn by the applicant
14	Tree works outstanding from the 2015 and 2017 tree surveys were identified, applications have been made to South Norfolk Council for all works within the conservation area, one relevant permission is gained, and quotations for the works to be carried out will be sought.
15	Thanks has been received from Nigel Ford on behalf of the Milestone Society for the donation toward the preservation/restoration of the Hingham milestones.
17	Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advice and quote on refurbishment of the skate park.
18	The Lincoln Hall has been booked for the 17 October 2017 for the “open evening” , the police have been invited to hold a “street surgery” that evening
20	The pot hole filler has been ordered
21	South Norfolk Council have been asked advice regarding style of cycle racks permissible n a conservation area
29	Remedial works to the Fairland standpipe have been completed – awaiting re inspection by Anglian Water
	Other Updates
	Concerns regarding Soil and vegetation encroachment on Stone Lane footpath – passed to NCC, who advised that they would arrange some clearing work but it was the responsibility of the land owner – which NCC have advised is not them.
	Annual return form has been sent to the external auditors and notice of elector’s rights is on display. (The Notice and Annual Return form is available on the website). He audit form was received back from the Auditors on 02 September 2017, receipt of this will be added to the next agenda.
	Details of the proposed footway on the south Market Place green was included in the report for the Annual Town Meeting and comments have been invited via the parish magazine – details of further consultation to be arranged. SNC planning department have been contacted and have advised that planning permission is not needed. Payment to be made to NCC to enable works to be programmed in.

	<p>The following permissions have now been granted from the Archdeacon (or remain outstanding as listed below)</p> <ol style="list-style-type: none"> 1. Rebuilding of the outer Churchyard wall Church Street following RTA (Archdeacon permission received, the Clerk has spoken to the nominated builder, who will advise if he is still able to undertake the repairs 2. Straightening of the leaning Memorial Stone (permission outstanding) 3. Minor tree works to raise the canopies (SNC permission obtained) (Archdeacon permission received) <p>(The Clerk checking with Rev Reed if the Archdeacon permission was also to cover 4. 5. And 6)</p> <ol style="list-style-type: none"> 4. Works to Holly Tree as proposed by Mr Strong (SNC permission applied for) 5. Removal of Yew Tree (SNC permission applied for) 6. Reducing the Yew Trees along the driveway (SNC permission applied for) 7. Rebuilding the curved Churchyard wall at the Attleborough Road Entrance (Archdeacon permission outstanding – works to install the church heating may have an impact on this wall) (quotations needed for 2,5,6 and 7)
	<p>The Clerk has asked the Co-op construction manager If the hoarding can be re-positioned – a response was received to say that the hoarding would be repositioned – but this has not yet been done. – This had been chased but there has been no response</p>
	<p>Provision of outdoor Gym equipment – The equipment has been ordered following site meeting to agree the amount of equipment required and positioning of equipment – the equipment was estimated to be delivered end of August 2017.</p>
	<p>The Clock –was running but has stopped again</p>
	<p>The Street Lighting Contractor has been asked to visually inspect lighting stock and advise of any defects found (even those previously reported) and to give the defects a risk indicator. – Report chased and Awaited</p>

OUTSTANDING ISSUES	
	<p>A letter regarding the separate rate for the Tennis Club being drafted by the HPFA is awaited</p>
	<p>The clerk has contacted the relevant officer at SNC regarding setting up an Emergency Plan/Group for Hingham, The Officer would be happy to come to a Town Council Meeting to give some further advice. Date to be arranged</p>
	<p>Replacement oak trees on the Fairland – will be priced in summer for proposed planting in Autumn.</p>
	<p>Complaint to the bank /banking arrangements - no response to date</p>
	<p>Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.</p>
	<p>No Parking Signs – for the small green on the Fairland – temporary signs have been placed on the 2 largest small greens and at the entrance to the green by the bowls club – the request not to park on the grass seems to be well observed.</p>

Lincoln Hall Driveway – laying of Tarmac Planings – the potholes leading to the Lincoln Hall have been filled – some nearer to the library remain
Review/update of the Handyman’s contract – to be completed.
Commemorative Plaque for the Fairland Bus shelter – To be ordered.
Request for a clear Bus Shelter – Norwich Road – By Hops development – to be looked at when the development is complete
Neighbourhood Plan – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date
Leaning memorial stone in the Churchyard – Quotations to be sought

Report prepared on 04.09.17

Crime Figures – reported in June 2017 - On or Near....
Watton Road - Anti-social behaviour (1)
The Dell - Other crime (1) - Violence and sexual offences (1)
Fleeters Hill - Violence and sexual offences (2)
Ringers Lane - Anti-social behaviour (1) - Violence and sexual offences (1)
Norwich Street - Public order (1)
Lincoln Avenue – Burglary (1)
Attleborough Road - Criminal damage and arson (1)
https://www.police.uk/norfolk/D12/crime/