

HINGHAM TOWN COUNCIL

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MINUTES of the Town Council Meeting held on Tuesday 02 October 2018.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr Dunnett, Cllr Shingfield, Cllr Foord, Cllr Maltby

Clerk – Alison Doe

There were 7 members of the public present including County Cllr Dewsbury.

1. Apologies for absence were received from Cllr Bendle, Cllr Dore, Cllr Stickland and District Cllr Bendle

2. Public participation session

2.1 A representative from the Hingham History Centre addressed the meeting to speak about the need for a purpose built building to serve as a facility for storing the vast amount of historical documents currently stored in various people's homes and to be a place where people could have access to this information. It was also suggested that the building could be used for the storage of Town Council documents. The History Centre has collected over 600 signatures in support of the project. It was noted that the Town Council had agreed to take over the assets and funds held by the History Centre, should that organisation fold and therefore the project would need to be undertaken in the Town Council's name although the History Centre would be prepared to undertake the sourcing of funds. It was pointed out that Watton, Wymondham and Attleborough all have a facility for their historic documents and it was suggested that members of the Town Council visited Attleborough Town Council to view their purpose built porta cabin, (having specialist glass and being humidified and which had an estimated cost of £70,000). The representative from the History Centre advised that there had been recent requests from 5 groups of American visitors to be shown around Hingham. It was requested that it be put forward on the agenda for the next Town Council meeting to consider the proposal.

2.2 A resident addressed the meeting (having submitted a written report, as below) to outline concerns regarding the B1108, with regard to drainage, flooding affecting the B1108 and the Hops development, road safety and road noise. The resident asked that the Town Council be proactive in working with Norfolk County Council to try to secure a commitment from NCC to programme in improvements. It was pointed out by the Chairman that the Town Council previously had a Highways Working Party which worked with NCC to secure the extension of the 20 mph speed limit through the Fairland and associated work to the white lines though the Market Place, a project that took nearly 3 years to be completed. The Highways Working Party has since folded largely due to the frustrations in time taken for Highways projects to be delivered but the Clerk continues to work with the Highway Engineer to try to resolve highway related issues. It was also noted that budgetary constraints within County Council would mean it was unlikely for such an extensive project of improvements to the B1108 would take place. It was suggested to the resident that they direct their concerns to County Councillor Martin Wilby the Chairman of the Environment, Development and Transport Committee. It was also noted that there was insufficient room for a second pedestrian crossing point at the eastern end of the Hops development (as was originally planned) without felling a tree subject to a Tree Preservation Order.

(Resident's report)

"The road remains essentially "unimproved" -save for a pedestrian refuge provided by the developer at the western end of the estate where there is no footpath into the town on The Hops side. This road, with its downhill slope provides the main access road into Hingham from Norwich. It is subject to a 30mph speed restriction. There has been rainwater flooding into the estate on three occasions over the past 18 months due to the slope and totally inadequate road drainage.

NCC Highways failed (decided not) to make any improvements to the road despite representations and forecasts of flooding problems made by the Town Council and others during the planning stages of The Hops. Their response to the recent flooding is a proposal to cut "grips" into only that part of the road bank that faces the open field -to deflect the rainwater. No drainage improvements are planned below this point, the side which fronts the rear gardens of the houses in The Hops. Likewise, there is no work proposed to the other side of the road where rainwater appears to end up at Ringers Lane. Thus, at best, it provides a partial low cost attempt.

(Highways have been unresponsive to any major review of roads in Hingham with "repairs and improvements carried out piecemeal". See 1996 Hingham Appraisal Report, p.24, inter alia.)

Safety and Quality of Life Issues

- * Safety -speeding by too many drivers of cars, HGV, tractors, some with 40 tonne loaded trailers, and motor bikers. A traffic monitoring exercise was conducted for a few days this summer but no findings have been released, so the true extent of the problem is still to be revealed.*
- * Safety -too frequent overtaking by drivers behind those respecting the 30mph restriction.*
- * Safety -poor visibility for pedestrians (elderly and children) crossing the road from the bus/public footpath. (Visibility can also be an issue for motorists/bikers descending the road)*
- * Safety -there are large areas where there is now a running surface of tar; this must be a skidding hazard once frost or snow arrive.*
- * Noise - generated from speeding -tyre and engine noise increases with speed especially uphill.*
- * Noise from trailers and HGV such as livestock carriers with metal sides, mainly here caused by the poor road surface/potholes, cars running over "cats eyes"-and a loose drain cover.*
- * Misery for pedestrians - waves of rainwater flood the footpath: the volume of traffic has resulted in "tramlines" and in much of the rainwater flooding down in these rather than the gutter. Pedestrians have been seen holding their umbrellas horizontally to fend off the deluge.*

Solutions

- * Total resurfacing with a low noise asphalt to rebuild the damaged road profile combining with the long awaited fully integrated rainwater drainage scheme for both sides of the road -and a renewal of the footpath and kerbs - bringing the road into the 21st century for an important residential and industrial entrance to a respected Georgian Town.*

- * Remove “cats eyes”, improve street lighting, paint longer white lines down the road centre (-or none: removing white lines is said to slow traffic as it deters motorists from the feeling they “own” their side of the roadway. Now used in our 20mph zone.)
- * Traffic calming - create a mini-roundabout at the trading estate entrance and another pedestrian refuge near the bus stops/public footpath -recognising the nature of the road to be primarily residential, and the visibility problem for pedestrians/drivers.
- * Better signage: Town “gateways”, bigger Hingham signs incorporating the safety message (eg “welcomes considerate drivers”) more “Think” reminders to eg “Check your speed”. Large 30 repeater or flashing signs -etc. Emphasise historical/conservation area pride in the Town.”

3. Accuracy of the Minutes of the Town Council meeting of 04 September 2018

The minutes were agreed as correct and signed by the Chairman.

4. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

There were no declarations of interest made at the meeting.

5. Matters arising from the Minutes of 04 September 2018 (written Clerks report circulated prior to the meeting. See Appendix A)

6. Working party reports

The Clerk reported that bookings were now being taken for the Christmas Fair.

A report from Susan Goode regarding the success of the BBC Music Day singing event held on September 29th was read out, in which Mrs Goode thanked the Council for their support of the event.

7. To receive reports from representatives on external bodies

7.1 The representative for the Hingham Charity (Cllr Dunnett) reported that at the Charity’s meeting trophies were handed out for the winning allotment holders. The committee need more people to be involved and would like more of the allotments to be occupied. Concerns were raised about the reduced funding from the rural payments for the water meadows and the Charity was looking at ways to better direct their funding towards people who are in need.

7.2 The Hingham Playing Field Association (Cllr Lys) reported that they had held an Extraordinary General Meeting to try to encourage new people to become involved. The meeting was attended by over 30 people and there was lots of useful discussion with 6 people offering to volunteer.

7.3 The Lincoln Social Centre (Cllr Shingfield) reported that due to health and safety concerns the committee has now displayed notices requesting that drivers do not park on or in front of the access path way to the Lincoln Hall. The Committee are looking at revising their constitution, they do not have the number of trustees required and the committee is without a Chairman.

8.1 General Correspondence (information/circulars etc)

8.1.1 Norfolk Constabulary - South Norfolk District – Local Policing Commander

8.1.2 Norfolk Constabulary - Hingham, Deopham and Wicklewood Newsletter

8.1.3 Police Connect – Scam Alerts – it was asked if some information relating to scams could be placed in the parish magazine.

8.1.4 Norfolk Constabulary – South Norfolk Public Meeting – Cringleford (10th October 7-9pm Cringleford Pavillion)

- 8.1.5 South Norfolk Older People's Forum (17th October, 10am South Norfolk Council Offices, Council Chamber)
- 8.1.6 Help Hub Bulletin
- 8.1.7 Royal Mail – Scam Mail
- 8.1.8 Norfolk ALC Newsletter
- 8.1.9 South Norfolk Council – Asset of Community Value – notification that the owners of the White Hart are intending to put the premises on the market.

8.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council

- 8.2.1 Hingham Surgery – Parking Issues Hardingham Street – The Clerk thanked County Cllr Dewsbury for her assistance with his matter and confirmed that NCC Highways had agreed to install a white H marking to try to alleviate the problem (and prevent parking too close to the surgery access).
- 8.2.2 B1108 – Norwich Road (see min 2.2)
- 8.2.3 Resident Concerns re Planning Application Ref 2018/1843

8.3 – To discuss any required responses/actions in relation to any item(s) of correspondence

9. District Councillor's report – District Cllr Bendle was unable to attend the meeting.

10. County Councillor's report

County Cllr Dewsbury reported that the County Council are continually looking to make savings while preserving services, and finding more efficient ways to deliver them, for example the Council are considering using rented spaces to provide some children's services to enable the service to reach more people. The Mobile Library service will be cut, with the omission of stops that are not frequented by residents and making all mobile library visits once a month, this will enable the 2 older mobile library vehicles to be removed from service. The Council are also looking to make money where possible by sharing buildings and selling those not used.

Concerns were raised with Cllr Dewsbury that there was an increase in fly tipping due to charges introduced for using the waste disposal/recycling sites. There was some debate as to what was chargeable and what was still free, and therefore it was requested that NCC ensure residents are receiving the correct message as to what can be taken to the waste disposal/recycling sites for free and what is chargeable.

11. Planning Decisions

- 11.1 2018/1749 - T27 Beech - fell or reduce to high habitat stump (5/6m), T15 Yew - removal of extended limbs, T16 Yew - removal of extending limbs, T17 Sycamore - fell, T22 Beech - crown raise to 8m. The Rectory Attleborough Road Hingham NR9 4HP
Approval with Conditions
- 11.2 2018/1721 - Variation of condition 2 of 2017/0824 - Increased flat roof height, reduction in rear extension to omit store, revised size and location of "Home Dojo", confirmed positioning of boundary wall and addition of glazed canopy to rear of dining room and fenestration changes. - Rosebank Bears Lane Hingham NR9 4LL
Approval with Conditions
- 11.3 2018/1894 - Beech T1 - Raise crown to 10m. Copper Beech T2 - Crown raise to 10m. Beech T3 - Fell. - The Coach House The Fairland Hingham Norfolk NR9 4HW
Approval with Conditions

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

12.1 2018/1843 - Location: Land East Of The Fields Hingham Norfolk**Proposal: Dwelling house and garage.**

The Council (and with reference to 8.2.3) agreed to recommend that the application be refused due to the nature of the location. The Fields (road) being very narrow with sharp bends is not suitable for sustaining the vehicle movements (and vehicle type) requiring access to the proposed development site.

13. (other planning applications where the Town Council is not a consultee – for information only)

NONE

14. To receive an update on/discuss the transfer of the public toilets

The Clerk confirmed that there was no further progress on the transfer of the public toilets – The solicitor acting on behalf of the Town Council had advised that on 20th July she raised the matter of the Overage Period with South Norfolk District Council, as in the documentation provided it runs for 79 years (being of the opinion that this is rather excessive and have asked for it to be reduced to 30 years). This was chased (having not had a response), on 25th September but no response had been received.

15. Reminder of the date of the Open Evening, Tuesday 16 October 2018 and confirm Councillor attendance – noted**16. To agree the Data Protection Privacy Statement**

A copy of the proposed Privacy Statement was forwarded to all Cllrs prior to the meeting, the Statement was agreed by the Council.

17. To discuss and agree the amended grass cutting specification prior to sending out to tender

Following the discussion at the Town Council meeting on 04 September 2018, the suggested amendments were made to the specification. The Clerk advised that she had also amended the reference to the notice period (to read 2 months) to bring this in line with the notice period stated in the contract. The Clerk also advised that she had removed the sentence referring to the removal of shoots growing up from the base of the lime trees, to be cut back once a year in late spring (in the churchyard) as this was part of the Handyman's duties. The amended specification was agreed by Council.

18. Proposal to remove/re-site the notice board from the old furniture shop to the Market Place bus shelter (or purchase a new one if current board no longer fit for purpose)

It was agreed that re-siting and refurbishment of the notice board should be investigated. The Clerk advised that the board at the back of the notice board is very hard and difficult to get the pins into. It was also noted that there may be a safety issue with regard to the glass in the doors of the notice board and that moving it to the outside of the bus shelter may still prove difficult for any wheel chair users to get access to read information on the board.

19. To receive the External Auditors Report (2017/18 AGAR Section 3 External Auditor Report)

A copy of the external auditors report was forwarded to Cllrs prior to the meeting. The Clerk confirmed that the auditor had not contacted her with any queries regarding the information supplied. The Clerk was thanked for her work.

20. To discuss the arrangements for Remembrance Day/Commemorating the 100 year anniversary of the WW1 Armistice

The Chairman reported that he had attended a meeting to discuss arrangements for commemorating the 100th anniversary of the WW1 Armistice. Some Perspex silhouettes will be placed on pews and there would be an exhibition in the church, a ceramic poppy will be placed on the altar on Sunday 11th November. Large poppies will be placed on lamp posts around the town. On Remembrance Sunday there will be the normal 10.00am service and at 11.00am there will be a 2 minutes' silence at the war memorial, with members of the congregation being invited to join the British Legion (via the west door) The Sanctus Bell to begin and end the silence.

At 2.45pm there will be the laying of the wreaths, followed by the Remembrance service. At the end of service everyone will be invited to go out and then back in through the west door to take part in the Peace Party tea in the back of the church where there will be some people in costume.

FINANCE

21. A reminder of the date for the next meeting of the Finance Committee, 20 November 2018

Noted.

22. To note the receipt of the remittance advice for "payment made to Hingham Town Council by BACS on 26/9/2018 from South Norfolk Council" for the 2018/19 precept (£30,500)

Noted.

23. To consider the funding application from Hingham Youth Café

A representative from Hingham Youth Café was invited to address the meeting to outline their application for funding. The Hingham Youth Cafe requested a grant to cover basic operational costs for 1 year (hall hire and insurance) and to invest in training, quality mark accreditation and some basic stationary items, the amount applied for being £1,100. The Council agreed to award a grant to this amount, requesting that a breakdown of how the money has been spent is to be submitted at the 2019 Annual Town Meeting.

24. Accounts for Payment

Receipts were received for items purchased for the BBC Music Day event, as per requested by the Town Council at their meeting on 04 September 2018. The accounts for payment (as below) were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 02 October 2018			
TOTAL	PAYEE	DETAILS	VAT
£ 782.15	D RAMM	WAGES (€734.49)	
		PAINT (19.99)	
		BINBAGS (9.72)	£1.62
		CLEANING PRODUCTS (17.95)	£2.55
£ 858.66	A DOE	WAGES (829.72)	
		STAMPS (21.96)	
		SPRAY PAINT (6.98)	1.16
£ 626.48	EON	STREET LIGHT ENERGY	104.41
£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£ 13.05	ANGLIAN WATER BUSINESS LTD	FAIRLAND	
£ 167.88	ROADWARE LTD	LITTER BIN	27.98
£ 480.00	PKF LITTLEJOHN LLP	EXTERNAL AUDIT	80.00
£ 2,909.34	TTSR LTD	GRASS CUTTING	484.89
£ 619.98	HMRC	TAX/NI	
£ 250.00	SOCIETY OF LOCAL COUNCIL CLERKS	CILCA REGISTRATION	
£ 100.00	LINCOLN SOCIAL CENTRE	HALL HIRE	
£ 40.00	ROYAL BRITISH LEGION	POPPY WREATH	
£ 208.53	S GOODE	MUSIC DAY	
£7,350.26			
		TOTAL VAT	£751.64

25. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'

The following agenda items are commercially sensitive

26. To consider any quotations received for the refurbishment of the Skate Park

No quotations had been received

Signed..... Chairman 06 November 2018

DRAFT

MIN	Update
	Matters Arising From the minutes of the meeting on 04 September 2018
2.1 & 2.3	The Clerk is hoping to meet with the Highway Engineer W/C 08.10.18 to discuss highway issues
14	A response has been sent to Nick Tupper regarding the re siting of the Norwich Road bus top in relation to the pedestrian island – Mr Tupper will advise when a course of action has been decided.
16	<p>The Clerk is hoping to meet with the Highway Engineer W/C 08.10.18 to discuss the ideas for the Parish Partner scheme - - The engineer has advised via email that that (re additional warning signs Market Place/Fairland) there are no other warning signs applicable, assuming the appropriate level of 20mph repeater signs are in place. 20 roundels on the road surface are typically reserved for the A road network but he will ask the road safety team their opinion.</p> <p>(Using Parish Partnership scheme to fund an investigation into/drawing up of a potential safety scheme Fairland crossroads) It is possible, NCC typically ask a design fee of around £5k for externally funded schemes. Again he would need to liaise with his design colleagues for a suitable figure given the nature of the project proposals.</p> <p>(Installation of white Gateways) - These have been provided at other locations across the County, they perhaps could assist enhancing and enforcing the 20mph limits. To be looked at with regard to location when the engineer and Clerk meet.</p>
19	<p>Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey needs to be forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook –</p> <p>The application for the work to reduce the Churchyard Lime tree to be made to SNC – (Church permission also required).</p>
20	The Chairman and Clerk will visit the Christmas tree supplier in due course.
33	Resurfacing of the Lincoln Hall access driveway – another company has been contacted – no response has been received as yet – 3 other potential companies have been identified and will be forwarded the request for a quotation.
Other Updates	
	<p>Moving the litter bin on the Market Place –</p> <p>A meeting is to be arranged with an individual who may be able to undertake this work</p>
	Replacement oak trees to be sourced and priced
	Church Wall – Church Street- Contact has been made with an individual who may be able to undertake this work, a site meeting is arranged for 08.10.18. If a quotation is provided the work will not be able to be carried out until warmer weather

	The Clerk has met with a representative from one company to discuss the refurbishment of the skate park, a quotation is awaited. A Site meeting has taken place with one further company
	The Clerk has met with Mr Cozens from Cozens UK Ltd, work was required to clear growth extending beyond the boundary wall of Normandy House – the boundary wall is now visible and a date is awaited for the installation of the new columns – (date dependent upon UK Power Network availability).
	3x new larger capacity dog waste bins have been ordered – and received – will be installed ASAP – now the new litter bin for the cemetery has been received
	Dropped Kerbs – the white line work has been chased but no date has been given for the work – Cllr Dore has chased this work – and has been advised that NCC will “attend as soon as practicable”.
	Talley Alley street light – investigations regarding the supply to the light are ongoing – the householder (8 Market Place) does not know the location of the supply box or why the light no longer works.
	The clerk has contacted the relevant officer at SNC regarding setting up an Emergency Plan/Group for Hingham, - The Officer was invited again to attend a Town Council meeting and was given several dates – unfortunately due to a restructure they will not be able to attend a Town Council meeting – and advised that advice will be published on the SNC website
	Churchyard/Cemetery - The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone – Fixing of the curved wall by the Attleborough Road entrance – awaiting contact from Rev. Reed
	The Street Lighting Contractor has been asked to provide a Quotation (several times) for the replacement of the street light that was knocked down on Hardingham Road – still awaited

OUTSTANDING ISSUES

Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s))
“Please do not park on the grass” signs to be priced
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 Permission still required

Report prepared 01/10/2018

Crime Figures –<https://www.police.uk/norfolk/D12/crime/>
July 2018
Recorded on or near –
Lincoln Avenue - Anti-social behaviour 1 Public order 1 Violence and sexual offences 2
Ringers Lane - Violence and sexual offences 1, Hall Close - Criminal damage and arson 1
The Fields - Anti-social behaviour 1 Church Street - Anti-social behaviour 1
Springfield Way - Other theft 1