

HINGHAM TOWN COUNCIL

MINUTES of the Town Council Meeting held on Tuesday 05 February 2019.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr Dore - Vice Chair

Cllr K Chan, Cllr Dunnett, Cllr Lys, Cllr Maltby, Cllr Riley and Cllr Stickland

Clerk – Alison Doe

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

1. **Apologies for absence** were received from Cllr Bendle, Cllr Shingfield and Cllr Foord.
2. **Public participation session (including an address by Clayland Homes, regarding the proposed development on Watton Road)**
 - 2.1 A member of the public asked as to when the new street light columns would be illuminated. The clerk advised that as the old columns had now been removed she hoped that the new columns would be working imminently.
 - 2.2 Mr Chris Tilley from Clayland Homes was welcomed to the meeting and gave a brief presentation regarding the proposals for a small housing development on Watton Road (opposite the sports field). Mr Tilley expressed that that Clayland homes were respectful of the Town Council's wish not to see land outside of the development boundary being developed but wished to deliver a development to suit the needs (and likes) of a community. He advised he had been contacted by numerous people wishing to downsize and purchase a bungalow, the new plan is therefore build a small number of bungalows instead of the originally planned houses.
Mr Tilley advised that this small development was not intended as a "way in" to develop the larger plot of land, although the larger parcel of land had been put forward for inclusion in the GNLP. (Land to be included in the new GNLP has not yet been decided).
Mr Tilley was thanked for attending the meeting.
3. **Accuracy of the Minutes of the Town Council meeting of 02 January 2019**
The Minutes of the meeting of 02 January 2019 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**
Cllr Riley declared an interest in agenda item 13
Cllr Maltby declared an interest in agenda item 18
5. **Matters arising from the Minutes of 02 January 2019 (written Clerks report circulated prior to the meeting. See Appendix A)**
6. **Guest Speaker – Glynn Burrows – Visit Breckland : Project "Twinning with Springfield USA"**
Mr Glynn Burrows from Visit Breckland was welcomed to the meeting and outlined his proposal to undertake a twinning project between Swanton Morley and Springfield (Kentucky, USA – although there was some debate as to whether this was the correct Springfield), Mr Burrows also wanted to include Hingham within the project due to the

town's connection with Lincoln. Mr Burrows envisaged the twinning would enable beneficial connections between organisations and businesses of the two/three communities.

The Council agreed that the Chairman (Cllr Eldridge) should make contact with the Chairman on Swanton Morley Parish Council to discuss this further.

Mr Burrows was thanked for attending the meeting.

7. Working party reports

(carried forward from the Town Council meeting of 02 January 2019)

7.1 Proposal to NOT have Markets in 2019 (to avoid the additional work load being that it is an election year, and the Clerk undertaking the CiLCA qualification).

The Chairman confirmed that he had spoken with 2 residents who were keen to be involved in organising markets and events in Hingham. It was noted that due to the elections it was unknown who would be on the Council and may be willing to be involved in an Events Working Party. It was also noted that the Clerk would not have additional working capacity to organise events due to undertaking the CiLCA qualification. It was agreed that no Markets should be organised by the Town Council during 2019.

7.2 Proposal to dissolve the current Events Working Party

It was agreed to dissolve the current Events Working Party. It was noted that later in the year a new working party could be formed to look at organising events in 2020.

8. To receive reports from representatives on external bodies

Lincoln Social Centre – it was reported by the Clerk that the Lincoln Social Centre Committee have given permission for the Town Council to undertake resurfacing work within the Lincoln Hall Carpark boundary (incorporating improvements to the containment of rose garden). The Lincoln Social Centre Committee also asked for the Town Council's opinion regarding the possibility of a new build on the land where the library is, to house the library, a museum, Town Council, and some kind of youth venue. The Town Council discussed that in principle a larger integrated community facility would be ideal, but concerns were raised regarding parking provision for a larger building, as the current car park is often not large enough to accommodate users of the hall. Concerns were also raised regarding funding for such a project, County Cllr Dewsbury advised that there was no financial resource available from County Council to fund the project. It was also noted that land in the vicinity of the Lincoln Hall falls under different ownership, being the Town Council, the Lincoln Hall and the Bowls Club. It was suggested that as a starting point the Lincoln Social Centre Committee talk to South Norfolk Planning department.

9 General Correspondence (information/circulars etc)

9.1.1 South Norfolk Council – Election Information

9.1.2 South Norfolk Council/Met Office – Winter Ready Campaign

9.1.3 South Norfolk Council's Big Litter Pick Scheme 2019

9.1.4 South Norfolk Council Help Hub Bulletin

9.1.5 South Norfolk Council – Free Funding Workshop Funday (details forwarded to Lincoln Social Centre Committee and Hingham Youth Café)

9.1.6 Councillors invitation to –Club 99 ATTLEBOROUGH SUMMER PLAYScheme Annual Meeting

9.1.7 Norfolk County Council - Briefing: latest proposals for a new Early Childhood and Family Service

- 9.1.8 **Norfolk County Council - TEMPORARY TRAFFIC RESTRICTION ORDER – Attleborough Road – 04 February – 06 February 2019**
- 9.1.9 **Norfolk County Council - Section 31 (6) Highways Act 1980 Deposits and Statements and Section 15A (1) Commons Act 2006 Deposits - Hardingham Estate**
- 9.1.10 **Norfolk Accident Rescue Service - information**
- 9.1.11 **Rev. Colin Reed – Open Gardens**

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

9.2.1 Norfolk County Council - Response regarding Flooding Concerns - Seamere Road

Flood Officers had met with the resident who had raised flooding concerns and advised that they had written to the riparian owner of the ditch and requested they undertake maintenance to the water course i.e. removal of leaf litter, twigs/branches and clearance of the culverted sections. The Council expressed concern regarding the ongoing maintenance and any enforcement to ensure that the ditch is kept clear. It was also expressed to County Cllr Dewsbury that the concerns regarding flooding were raised prior to the Hops development being built and that these concerns remain.

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

No further actions required.

10 District Councillor's report

District Cllr Bendle reported that South Norfolk Council Cabinet recommended a £5.00 Council Tax increase on a band D property. The Council are not looking to cut services, each department has been asked to make 10% savings and the Council are looking to invest more and be more commercial. Leisure centres now almost running at “cost neutral” and are looking to provide more services to the disadvantaged.

Cllr Bendle reported that £900,000 had been allocated for investment in disabled facility improvements, including for quick onset illnesses and short term use and a speeded up grant process.

11 County Councillor's report

County Cllr Dewsbury reported that the Leader of Norfolk County Council had written to Central Government to express that the Council cannot continue to manage on less money. Norfolk County Council are trying to make money go further by looking at use of and sharing buildings. NCC are converting 3 empty buildings into special needs schools which will provide schools nearer to children who need to access them and therefore reducing travel time and costs.

The Council are launching an anti-fly tipping initiative to try to help keep rural areas clean and tidy.

Libraries and museums will be providing half term activities for children.

12. Planning Decisions

- 12.1 2019/0026 - Discharge of conditions 3 - details of windows and doors & 4 - roof light of planning permission 2018/0542/H – Seamere, Seamere Road Hingham Norfolk NR9 4LP - Approved
- 12.2 2018/2808 - Erection of first floor front extension, open porch and single storey side extension
30 Oak Lane Hingham Norfolk NR9 4JY - Approval with Conditions

- 12.3 2018/2678 - Proposed 2 no. detached dwellings with integral garages
Land South East Of Rectory Gardens Hingham Norfolk - Refusal
- 12.4 2018/2700 - Proposed loft conversion with new velux rooflights
9 Springfield Way Hingham Norfolk NR9 4PR - Approval with Conditions
- 12.5 2018/2592 - Proposed side and rear extension to replace large workshop
4 Folly Lane Hingham Norfolk NR9 4JE - Approval with Conditions
- 12.6 2018/2550 - Modification to existing conservatory and construction of a
glazed link between existing building and new proposed office areas. - 3
Dereham Road Hingham NR9 4HU - Approval with Conditions
- 12.7 2018/2361 - Two storey rear extension and internal alterations to garage to
re-locate kitchen
35 Hardingham Street Hingham Norfolk NR9 4JB - Approval with Conditions
- 12.8 2018/2530 - Residential development of up to 10 dwellings
Land South Of Watton Road Hingham Norfolk - WITHDRAWN

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

- 13.1 **2019/0114 - Replacement of existing rear door.
Kingsley Cottage 14 The Fairland Hingham Norfolk NR9 4HN**
The Council agreed to recommend approval.
- 13.2 **2019/0081 - Change of covering material for proposed flat roof (Erection of
new single storey rear extension and alterations - 2018/0543)
Seamere, Seamere Road Hingham Norfolk NR9 4LP**
The Council agreed to recommend approval.
- 13.3 **2019/0085 - Change of use from light industrial to retail use.
Unit 5 Ironside Way Hingham Norfolk NR9 4LF**
The Council agreed to recommend approval.
- 13.4 **2019/0060 & 2019/0061 Erection of detached double garage
White Lodge Farm Hardingham Road Hingham NR9 4LY**
The Council agreed to recommend approval.
- 13.5 **2019/0257 - Two storey rear extension
54 Muir Drive Hingham Norfolk NR9 4PQ**
The Council agreed to recommend approval.

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

- 14.1 2019/0103 - Fell - Ash x 4 and Goat Willow. Replacement species to be decided
Mistletoe Cottage 4 Pitts Square Hingham NR9 4LD

15 To receive any updates on/discuss the transfer of the public toilets

The Clerk advised that as yet she had not received an updated version of the transfer documents to reflect the 30 year overage period as agreed by South Norfolk Council. SNC had undertaken a further drain survey, the results of which identified that “the foul drainage is restricted with hard scale particularly at the junctions where the WC’s connect in to the main pipework, and there is a build up of debris/mud (20% cross-sectional loss), that is interfering with flow through the drain and suspect that the latter is causing waste water/paper to slow down and build-up in the pipework. In this instance, to remove the risk of blockages, it is recommend descaling the pipework with rotary cutters and then high-pressure flushing the drains through to the main sewer to remove all obstructions”. SNC advised the recommended work had been undertaken. The window in the gents’ toilet had not yet been fixed and the “no smoking” signs not yet installed.

16 To discuss the proposal by Hingham Youth Café to secure funding and employ the services of a Youth Worker – via Hingham Town Council

Dawny Christien representing Hingham Youth Café was invited to outline her proposals to the Council. She advised that running the Youth Café had become very time onerous and was now outside the scope of voluntary work and needed professionalising to ensure that the service is run within legal compliance to offer a safe environment for young people to access support. The Café has already provided support to many young people on a range of issues and would like to develop their work, in particular the support offered to 13-19 year olds. The Café has had referrals from other services, for example for young carers and have been successful in networking with other youth organisation in the county, having recruited more volunteer youth workers, with a variety of skills and interests. It is anticipated that a self-employed Youth Worker would be needed from term time only, for approximately 5 hours a week. Funding is available from external sources, and would be held by the Town Council. The Youth Worker would submit invoices to the Council for payment. This is a model used by other Town Council/Youth Cafes and provides a means for the Café to continue to operate should the volunteer workers decide to move on.

The Council agreed to support this initiative.

17 To receive and discuss the response from Norfolk County Council with regard to a resident’s recent correspondence/ campaign for improvements to be made to the B1108 Norwich Road

The response from the Highway engineer was forwarded to Cllrs prior to the meeting (as below). NCC highways stated they would not offer to meet (at this time) with the resident/Town Council regarding the matters raised. The Clerk advised County Cllr Dewsbury that the written response is unlikely to satisfy the resident and suggested that a meeting where the concerns could have been discussed and NCC’s position be reiterated “face to face” my have had a greater impact. The Clerk advised that she will direct the resident to the County Councillor in future, regarding the issues they have raised. It was noted that flooding concerns and water runoff in relation to the Hops development were already being discussed by NCC and Abel Homes and that if NCC money was available for improvements, that the Fairland crossroads would be a higher priority.

Response from NCC Highways Engineer:

“The County Councils statutory duty as Highway Authority is one of maintaining the existing highway asset. Whilst some improvements do of course take place, the vast majority are funded by Development under the Town & County planning Act or other external funding avenues. The Authority receives very little funding to implement highway improvements, those that are delivered are typically at locations with accident history and personal injuries, backed by statistics from Norfolk Constabulary.”

Norwich Road has a 30 speed limit in place, alongside the recently installed Vehicle Activated signage (VAS), which is also complemented by the Town Councils mobile SAM(VAS) unit. The pedestrian island installed as part of the Abels development also further enhances the urban feel of Norwich Road. We fully recognise that traffic speeds and volumes can be a sensitive issue, and whilst it is readily understood that some may perceive there to be a likelihood of accidents occurring on Norwich Road, there is in fact little tangible evidence to support this view. Personal injury records or accident data on this section of road is low, one of our considerations when establishing potential benefits and the related prioritisation of highway improvement funding.

The highway layout and boundaries of Norwich Road have long been established and whilst we accept that the pedestrian route to the Market Place, is such that it requires one to cross two or three times pending your destination, it is however born of the narrowing highway width at the bends into the Market Place. The County Council cannot implement a scheme to improve this due to property boundaries. The scale of infrastructure change in highway layout you describe in the attached document, is certainly not feasible under the current financial conditions the Authority is placed. Such change could only ever be considered under the planning process if development of land adjacent to Norwich Road came forward.

The approach to the Industrial estate, Ironside Way has adequate forward visibility and sight lines from the junction. However, perhaps we could review slow markings and junction warning signage.

We have seen the latest traffic survey from the Police, however enforcement is for them to consider and action as they see fit. Norwich Road is a mains distributor route and speeds are likely comparable to that of other B roads with a 30 speed limit restriction. The County Council has assisted implementation of soft traffic calming measures as described above, hard traffic calming is not something we would consider for this class of road.

Highway officers are investigating with a view to resolving the issue of vehicles passing the wrong side of the pedestrian island, an illegal manoeuvre but nonetheless likely to remain unless the bus-stop is relocated. Options are currently being assessed.

A further review of highway signage could be considered through our Parish Partnership initiative, a 50/50 funding arrangement with Parish Councils or perhaps the County Councillor could consider a contribution from her member's budget.

I am not aware of particular issues with flooding or standing water on Norwich Road but an inspection during or shortly after rainfall will take place to assess the reported splashing of the footway, catchment of highway water and functionality of the existing surface water system. The carriageway surface is typical for that of a Hot Rolled Asphalt pavement. A degree of wheel track rut formation can be expected on a pavement construction of its age, however is it comparable to other surfaces on the mains distributor network. All County roads are surface dressed at a time when skid resistance improvement and sealing of the surface reaches intervention, this is a national practice and also prolongs pavement life. The resurfacing Norwich Road could not be justified at the current time.

There are no forward plans to implement resurfacing or significant infrastructure change to Norwich Road, most of which described in your document are beyond the financial scope of the Authority maintenance budgets and cannot be justified. We can of course meet with the Town Council to discuss a minor highway signage review or enhancement to the current 30SL terminal signage. I trust this sums the County Councils position on the matters raised in your enquiry".

18 Proposal to write to Norfolk County Council Highways to request "No Entry" markings to be painted on the road at Pottle's Alley

Concerns were raised that it is a regular occurrence that vehicles are being driven the wrong way down Pottles Alley, therefore causing danger to pedestrians and drivers driving the right way – It was agreed to request (from NCC Highways) that a "No Entry" sign be painted on the road – (Fairland junction/Pottles Alley). County Cllr Dewsbury advised that money could be available from her member's budget to implement this.

19 To note the date of the District/Parish elections on 02 May 2019 and to circulate nomination packs

Noted. Nomination packs were made available to all Cllrs present and will be forwarded to those who were not at the meeting.

20 To note the date of the Annual Town Meeting on 16 April 2019

Noted.

FINANCE**21 To agree the date of the next meeting of the Finance Committee (proposed date 19 March 2019). Noted****22 To receive notification that national minimum wage will increase on 6 April 2019**

A copy of the notification of increase to the minimum wage was forwarded to all Cllrs prior to the meeting.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2018 (current rate)	£7.83	£7.38	£5.90	£4.20	£3.70
April 2019	£8.21	£7.70	£6.15	£4.35	£3.90

23 Accounts for Payment

The Clerk advised that the Community Car invoice (for the whole of 2017/18) had just been received and needed to be cross references with what had already been paid for 2017/18 – therefore the payment will be carried over and paid in March. The Accounts for Payment (as below) were agreed and the cheques signed.

cheque no	ACCOUNTS FOR PAYMENT 05 FEBRUARY 2019			VAT
	TOTAL	PAYEE	DETAILS	
103904	£ 876.88	D RAMM	WAGES	
			CLEANING PRODUCTS (2.00)	
103905	£ 869.60	A DOE	WAGES	
103906	£ 787.64	SOUTH NORFOLK COUNCIL	DOG BIN EMPTYING 2015/16-2017/18	£131.28
103907	£ 626.48	EON	STREET LIGHT ENERGY	104.41
103908	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D/DEBIT	£ 40.64	NEST	PENSION	
103909	£ 30.00	HINGHAM METHODIST CHURCH	HALL HIRE	
103910	£ 131.31	EUROFFICE	PAPER/ENVELOPES/SOAP	21.88
103911	£ 42.37	FIRST COPY	METERED PRINTING	7.06
103912	£ 2,909.34	TTSR LTD	GRASS CUTTING 4TH QTR	484.89
	£ 6,608.45	TOTAL	TOTAL VAT	£798.55
	TBC	HINGHAM COMMUNITY CAR SCHEME		

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

It was agreed that the public be asked to leave to discuss the following agenda items as they are commercially sensitive and confidential.

25 To consider any tenders received for the grass cutting contract

Four tenders were received and they were considered by the Council. It was agreed to award the grass cutting contract to the current contractor TTSR Ltd, (initially for one year).

26 To discuss the Insurance Claim against the Town Council

The Clerk advised that the insurance company had recommended that the Council admit liability, as the Council minutes from March 2018 stated that the Council agreed to obtain advice and quotations to improve the surface of the (Lincoln Hall car park) access driveway.

The Council agreed for liability to be admitted.

The meeting ended at 9.10pm

Signed.....Chairman 05 March 2019

DRAFT

MIN	Update
Matters Arising From the minutes of the meeting on 02 January 2019	
8.3.1	FOI request regarding cemetery (plot availability and cost of interments) – Response sent within statutory time scales
15	Anglian Water Improvement Notice – Cemetery – A quotation has been received from the plumber who undertook the remedial work on the Fairland Standpipe - the quotation is for £65.00 - and the plumber has been asked to undertake the work
19	The complete precept form has been sent to South Norfolk Council and an acknowledgement of receipt has been received -
Other Updates	
Permission has been given by the Lincoln Social Centre Committee to undertake resurfacing work within their boundary as part of the larger project to resurface the access driveway serving the bowls club, library and Lincoln hall. The Clerk to liaise with the Lincoln Hall and Contractor regarding suitable dates.	
Laptop and software to be purchased	
History Centre Building – extract from the minutes has been sent to the History Centre representative	
Talley Alley Light – no further contact has been received from UK Power network with regard to supply to the light – Cllr Dore has contacted UK Power Network again	
Refurbishment of the Skate Park – the Clerk to liaise with the chosen contractor regarding a start date, (who will be in touch with proposed dates early in the new year)	
Church Wall – Church Street- Contact has been made with an individual who may be able to undertake this work, a site meeting took place on 08.10.18. A quotation will be provided but the work will need to be carried out in warmer weather - the builder has emailed the Clerk to advise that he will contact her to “discuss bricks”. Quotation has now been received and will be forwarded to the insurance company	
The new lighting columns have been installed – the supply transfer date is awaited from UK Power Networks – The columns have been painted and the old columns removed.	
A quotation has now been supplied by the street lighting contractor to replace the street light on Hardingham Road – this has been forwarded to the insurance company who have given the go ahead for the new column to be installed. The Contractor has been asked to programme in the work.	
The application for the work to reduce the Churchyard Lime tree has been made to SNC – (Church permission also required).	
Dropped Kerbs – the white line work has been chased again – the Highway engineer has advised “There are currently pressures on lining resource, mainly due to the additional funding the County Council received in November for carriageway resurfacing works, most of which are being delivered between January and April. Those surfacing works must have the lining reinstated, so this is a priority focus at present. Routine lining refreshment, which Hardingham Street school area is included, will not likely be attended until at least late February”.	

OUTSTANDING ISSUES
Moving the litter bin on the Market Place – A meeting is to be arranged with an individual who may be able to undertake this work
Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey has been forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook – this has been chased and has been passed to the department manager – chased again -
3x new larger capacity dog waste bins have been ordered – and received – will be installed ASAP
Re-siting of the Town Council notice board – a suitable place is to be found in the Market Place and an assessment to be made on the usability of the existing notice board if it is possible for it to be moved.
Replacement oak trees to be sourced and priced
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/depending location of installation of bike racks
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
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

Report prepared 04.02.2019

Crime Figures – https://www.police.uk/norfolk/D12/crime/ - December 2018
On or near
The Fields – Ant Social Behaviour 1
Ringers Lane - Violence and sexual offences 1
Lincoln Avenue -
Criminal damage and arson 1 Vehicle Crime 1 Violence and sexual offences 2
The Dell - Public order 1
Drinkwater Close – Anti Social Behaviour 1