

## HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 07 November 2017.

Present

Councillors

Cllr P Eldridge - Chairman

Cllr G Maltby, Cllr Chan, Cllr Foord, Cllr Stickland, Cllr Dunnett

Clerk – Alison Doe

There were 4 members of the public present

1. **Apologies for absence** were received from Cllr Shingfield, Cllr Bendle, Cllr Dore, Cllr Lys, Cllr Riley, District Cllr Bendle and County Cllr Dewsbury.
  
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
  - Cllr Maltby declared an interest in agenda items 12.6 and 15
  - Cllr Foord declared an interest in agenda items 12.4 and 8.2
  
3. **Public participation session**

Rev. Colin Reed gave an update regarding the lighting and heating installation work at St Andrew's Church. Rev. Reed confirmed that the lighting work was almost complete and should be complete for Remembrance Sunday, with the church being open for use on weekends. A transformer is required for the heating and this will be positioned to the left of the bottom of the path leading to the west door. Although planning permission is not required, advice has been sought from the planning department and the transformer will be screened from view. The Attleborough Road will be closed from 20 November for a few days as a result of work to install the transformer. Rev. Reed expressed that he was aware that not everyone may be happy with the location of the transformer, and he is happy to discuss concerns and thanked the Council for their support regarding this project.

The Chairman thanked Rev. Reed for the update and also expressed thanks to Peter Trett for all of his help with regard to the repairs to the church clock.
  
4. **Accuracy of the Minutes of the Town Council meeting of 03 October 2017**

The minutes were agreed as correct and signed by the Chairman.
  
5. **Matters Arising (written report circulated prior to the meeting see Appendix A)**
  
6. **Working party reports**

There was no report from the Cemetery and Churchyard working party as they had not met and there was no updates to report.

The Events Working Party reported on the preparations for the Fayre on the Fairland on 09 December, with over 50 stalls being booked. Letters are being sent to all Hingham businesses to request donations of raffle prizes. Wooden decorations are being made to adorn the market stalls, and children from Hingham Primary School have been invited to make decorations for the town Christmas tree. Cllr Shingfield has kindly agreed to collect and return the market stalls and Cllr Bendle has arranged a raffle prize from George Freeman M.P. of "Afternoon Tea and Tour of the Houses of Parliament for two".

More volunteers on the day are needed to help with the market stalls.
  
7. **Reports from representatives on external bodies**

There were no reports from representatives on external bodies.

## 8. Correspondence

- 8.1 Elizabeth Burrows Chairman of Club 99 – Thank you for the donation
- 8.2 Kim Thomas – Planning Application
- 8.3 Various – Feedback regarding the Open Evening on 17<sup>th</sup> October
- 8.4 Anglian Water – Sewer upgrade work Seamere Road
- 8.5 Norfolk Police – Hingham, Deopham and Wicklewood Newsletter
- 8.6 Norfolk Police - Op Randall Rural Crime Newsletter
- 8.7 Community Action Norfolk's Funding Newsletter
- 8.8 Norfolk ALC - Consultation on updating disqualification criteria for councillors
- 8.9 Norfolk ALC – 1. The Data Protection Bill/ GDPR requirements update; and 2. Planning for the right homes in the right place consultation
- 8.10 Norfolk ALC – Newsletter X2
- 8.11 Norfolk County Council - Temporary Road Closure in the Town of Hingham, Attleborough Road (electrical work)
- 8.12 Historic England - Hingham War Memorial: Notification of Designation Decision
- 8.13 Hingham Grotto Committee - request for permission for an additional building (see agenda item 15)
- 8.14 Ruth Bateman – Request to move signage for Lincoln Hall Car Park – (to be added to the next agenda)
- 8.15 Geoff Bedford - Highway considerations
- 8.16 Norfolk County Council - Norfolk County Council: Help vulnerable people in Norfolk Stay Well This Winter

## 9. District Councillor's report

District Cllr Bendle was unable to attend the meeting but sent a written report which was read out by the Chairman. She reported that the Community Connector has started regular weekly sessions for Social Prescribing at Hingham Surgery on 30<sup>th</sup> October. Barbara Howard the connector will be there on Monday afternoons 1pm-5pm. Appointments to see her will be made by the doctors and nurses at the practise, but she will also be available to see residents that may just drop in.

As the leaf clearance machines were not available a team of men came to clear what they could by hand, it is hoped that the leaf clearance machines will be available again in December.

## 10. County Councillor's report

County Cllr Margaret Dewsbury was unable to attend the meeting.

## 11. Planning Decisions

- 11.1 **2017/2308 & 2017/2276 17 Bond Street Hingham Norfolk NR9 4HA**  
Discharge of condition 3 - materials of permission 2017/1027 (new front screen and roof on conservatory) & Discharge of conditions 3 - materials and 4 - joinery details of permission 2017/1028 (new front screen and roof on conservatory) - - Approved
- 11.2 **2017/2125 - Beaconsfield House 13 Market Place Hingham Norfolk NR9 4AF**  
Cupressocyparis ley landii (T1) - fell. - No objections
- 11.3 **2017/2022 - 37-39 Hardingham Road Hingham Norfolk NR9 4LX**

**Discharge of Condition 4 and 5 of planning permission 2016/1796/F - boundary fence (4) and external lighting (5) - - Approved**

- 11.4 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 - No objections**

## **12. Planning Applications**

**(as notified by SNC for consultation)**

- 12.1 2017/2463 - 5 The Fields Hingham Norfolk NR9 4JG**  
**Single storey side extension**

The Council agreed to recommend approval.

- 12.2 2017/2413 - 3 Baxter Close Hingham NR9 4HZ**  
**Front Porch, Rear First Floor Extension and 2No Dormers to Front Elevation.**

The Council agreed to recommend approval.

- 12.3 2017/2346 - Rowansyde Watton Road Hingham NR9 4NW**  
**2 Storey rear extension**

The Council agreed to recommend approval.

- 12.4 2017/2330 - Engineering Works Watton Road Hingham Norfolk NR9 4NN**  
**4 Self Build Dwellings**

Cllr Foord left the room for the discussion of 12.4 –

After some discussion and careful consideration a proposal was made to recommend approval of the application, a vote was taken on this proposal, (the vote being 2 for and 3 against). After the vote was cast it was suggested that a “neutral letter” be sent to the planning department, highlighting all points raised in the discussion but not offering a recommendation to approve or refusal of the application. The Chairman advised that as the vote had already been cast the counter proposal could not be voted upon (and should have been made prior to the original proposal being voted upon). Therefore the Council agreed to recommend that the application be refused for the following reasons/with regard to the following concerns:

- The application falls outside the Development Boundary (*as set out in Map 010 Hingham – South Norfolk Council Local Plan - Site Specific Allocations & Policies DPD*).
- Scale of the development and highway safety regarding the vehicular access/visibility from the site and the number vehicle movements onto the busy B1108 as a result of 4 dwellings.
- Sustainability – although it was considered favourable that 2 of the dwellings being proposed are to accommodate persons living with disabilities affecting mobility, the location is linked (for pedestrians) to the town by a trod path, made of unbound material, the Council considers this likely to be unsuitable for use by mobility vehicles/wheelchair users. (*The trod path being a permissive path by agreement with the land owner not a permanent Public Right of Way, cannot be guaranteed to remain in existence as a permanent pedestrian link from Frost Row to the town*).

- It was however noted that the site is a brownfield site which has not been used for commercial purposes for many years and is now considered an “eyesore”, it was questioned as to what other purpose the land could be put to, to make good use of it. It was also noted that commercial use of the site would also raise concerns over highway safety and vehicular movements/visibility and access onto the B1108.

**12.5      2017/2328 Wembury 4 Hardingham Road Hingham Norfolk NR9 4LX**  
**Rear extension and link to garage which is to be converted to a bedroom.**  
 The Council agreed to recommend approval.

**12.6      2017/1975 & 2017/1976 - 3 Pottles Alley Hingham Norfolk NR9 4HS**  
**Install oil fired central heating - external boiler and oil tank and internal radiators.**  
 The Council agreed to recommend approval.

**12.7      2017/2468 - 6 Market Place Hingham NR9 4AF**  
**Replacement of 2 existing sash windows**  
 The Council agreed to recommend approval.

**13. To discuss the further information/quotation provided for the proposed project (Right of Way footpath improvements) for the Norfolk County Council Parish Partnership Scheme 2018/19 and to decide on submission of a bid**

The Norfolk County Council Highway Engineer had provided pricing for the following options:  
 FP8 (Hardingham Road to Norwich Road)– Works also include removal of verge growth to 100mm at the sides of the footway and topsoil seed and suitable barriers to be installed either end.

A full specification footway, timber edged with asphalt surface - £12200

A trod type surface, no edgings with 2 layers of tar and granite chipped surface - £9000

Trod unbound material - £5200

FP1 (top of Folly Lane) – Excavate 50-100mm of existing surface, layer in 100mm of crushed concrete material. Unbound - £2600

Tar & Chip - £4200

The Council agreed to submit a bid for Parish Partnership funding based on full specification footway on FP8 and unbound material on FP1 – if successful, the cost to the Town Council will be £7400.

**14. To discuss the details provided by Norfolk County Council regarding the Norfolk County Council Parish Partnership Scheme 2017/18 project (Market Place footway)**

The Norfolk County Council Locality Designer had forwarded a design for the footway and advised that for safety reasons the path could not follow the edge of the green at the east corner. This is due to the level difference around the powered lighting column and the edge of the green. Also it would not be acceptable for the contractor to have to excavate in such a close proximity to the live electric cable for this column. There would not be sufficient room at the east corner to provide a level area for the required width of the footway, as a result of this and the footway if located along the edge would also be falling towards the road edge which would be a concern regarding disabled wheelchair users. The Council agreed to accept the design for the footway which takes the path to the west of the telegraph pole.

**15. To discuss the request from the Grotto Committee to erect an additional building for the festive season**

It was agreed to permit the Grotto Committee to erect an additional building on the green. The Grotto Committee have arranged relevant insurance.

**16. Proposal for the Events Working Party to purchase (from events funds) a selection of lighting – up to a budget of £200**

It was agreed that the lighting can be purchased and funded by the money raised by the events held.

**17. Proposal for the Events Working Party to purchase (from events funds) craft materials to donate to Hingham Primary School to enable the children to make Christmas decorations for the town tree**

It was agreed that craft materials for the school to use for making tree decorations can be purchased and funded by the money raised by the events held.

**18. To receive feedback from the Open Evening on 17 October 2017 and receive results of the survey and any recommendations for the CIL money - (for discussion at a future meeting)**

A copy of the completed questionnaires from the open evening and any additional suggestions regarding the CIL money was forwarded to all councillors prior to the meeting.

**19. To consider design and prices for bicycle stands (to be purchased using s106 money held by Norfolk County Council - £906.20 available)**

The Clerk explained that the street furniture suppliers will provide quotations (prices are not freely available for viewing on the websites). Some design options were discussed and it was agreed to obtain quotations for the design of bicycle stands favoured by South Norfolk Council and for a post and rail design similar to the bicycle stands in the Market Place.

**20. Proposal to purchase a star for the top of the town Christmas tree**

It was agreed to purchase a star at the cost of £29.16 plus delivery and VAT (total £37.98), the star is compatible with the tree lights purchased in 2016.

## **FINANCE**

**21. Reminder of the date of the next meeting of the Finance Committee – 21 November 2017**

Noted.

**22. To note the payment of CIL money to Hingham Town Council from South Norfolk Council (£2390.13)**

The £2390.13 CIL money has been received as a result of development at the site of the new Co-op store on Norwich Road and the development of specialised accommodation on Hardingham Road.

**23. Accounts for Payment**

*Further invoices were expected after the publication of the agenda for servicing of the strimmer and church clock repairs.* The Clerk advised that the strimmer had not yet been serviced, and that the invoice for the clock repairs had been received (along with a report on the work undertaken). The accounts for payment were agreed as below and the cheques signed.



Clerks Report for 07 November 2017

Min:	Update
	<b>Matters Arising From the minutes of the meeting on 03 October 2017</b>
3.1	Parking /Mud at the end of the footpath between Hardingham Road and Norwich Road. A letter has been sent to Saffron Housing
3.2	Road Safety Issues B1108 – with regard to the Hops Development - A letter outlining the concerns raised has been sent to Norfolk County Council Highways, South Norfolk Council Planning, Norfolk Constabulary and Abel Homes Ltd
7	The outdoor gym equipment at the playing field has been installed
14 & 15	Review of Cemetery Fees and pre-sale of Exclusive right of Burial to be undertaken and brought to full council for further discussion December or January
18	“Please do not park on the grass” signs to be priced
19	17 October 2017 “open evening” , was very well attended, with some good feedback given regarding the event
22	The conclusion of the audit advertisement is on the noticeboards and on the website
23	The precept payment has been received from SNC
	<b>Other Updates</b>
	A lamppost on Hardingham Road was knocked over by a lorry visiting the site at 37-39 Hardingham Road - Insurance Claim to be made for the replacement light -
	Stone Lane - a letter has been sent to NCC requesting maintenance – and to address the neighbouring properties that “dump” garden waste on the verges which in turn is causing soil/debris encroachment over the path.
	2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.
	Purchase of a Christmas tree – The Christmas tree has been chosen – Cllr Shingfield will kindly collect it
	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. – Awaiting advice from SNC

	The pot hole filler has been applied to the pothole in the cemetery driveway
	Lincoln Hall Driveway – some further hardcore has been placed (by a resident) on the driveway to fill in the potholes -
	Remedial works to the Fairland standpipe have been completed – awaiting re inspection by Anglian Water
	<p>Churchyard/Cemetery –</p> <p>Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car.</p> <p>The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone –</p> <p>Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)</p> <p>Rev. Reed has confirmed that the permission granted by the Archdeacon for tree works will cover ALL of the tree work required. The handyman will start to prune the low canopies in the churchyard in November.</p> <p>The handyman has been asked to remove the ivy from the trees in the cemetery to a height of 1.5m as per the advice in the tree survey.</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 <b>chased again</b> - and Awaited
	The Clerk has asked the Co-op construction manager If the hoarding can be re-positioned –The solid hoarding has been removed

<b>OUTSTANDING ISSUES</b>	
	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
	Replacement oak trees on the Fairland – priced and sourced ready for planting after the Christmas Fair
	Complaint to the bank /banking arrangements - no response to date
	Bank Account – a form needs to be signed by all signatories to link the accounts to telephone banking.
	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 Permission still required

Report prepared on 06/11/2017

Crime Figures – reported in August 2017 - On or Near....
Bell Meadow - Other crime 1, Violence and sexual offences 1
Bond Street - Anti-social behaviour 2 , Public order 1
Chapel Street – Burglary 1
Lincoln Avenue - Criminal damage and arson 3 , Public order 1
Southburgh Lane - Public order 1
<a href="https://www.police.uk/norfolk/D12/crime/">https://www.police.uk/norfolk/D12/crime/</a>

Signed ..... Chairman - 05 December 2017