

## HINGHAM TOWN COUNCIL

### MINUTES of the Town Council Meeting held on Tuesday 06 November 2018.

#### Present

#### Councillors

Cllr P Eldridge - Chairman

Cllr Dore – Vice-Chair

Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr Foord, Cllr Stickland,

Clerk – Alison Doe

#### There were 5 members of the public present including County Cllr Dewsbury.

1. **Apologies for absence** were received from Cllr Bendle, Cllr Dunnett, Cllr Maltby, Cllr Shingfield and District Cllr Bendle.
  
2. **Public participation session**
  - 2.1 The applicant for planning application 2018/2216 (agenda item 12.4) spoke to confirm the details of the application, that is, a new application was required to be submitted to South Norfolk Council. The original application for the site was to rebuild the property using the existing walls, however they have proven to be structurally unsound and therefore need to be demolished with the property being completely rebuilt.
  - 2.2 A resident reported that the narrow footway on the north side of Norwich Street needs tidying up (with growth/twigs sticking out over the path). The handyman will be asked if he can tidy this area.
  
3. **Accuracy of the Minutes of the Town Council meeting of 02 October 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**  
Cllr Riley declared an interest in agenda item (s) 12 – specifically 12.1  
Cllr Foord declared an interest in agenda item 12.4  
Cllr Stickland declared an interest in agenda item 18
  
5. **Matters arising from the Minutes of 02 October 2018 (written Clerks report circulated prior to the meeting see Appendix A)**
  
6. **Working party reports**  
The Clerk confirmed that the Events Working Party had not met but reported that there are 27 stalls booked for the Christmas Market. It was not intended to book the disco this year and concerns were raised regarding volunteer help on the day. The Clerk also reported that she had agreed to do a church window display again this year, on behalf of the Town Council.  
The Cemetery/Churchyard Working Party had not met and there were no updates.
  
7. **To receive reports from representatives on external bodies**
  - 7.1 The representative on the Lincoln Hall Social Centre Committee (Cllr Shingfield) submitted a written report prior to the meeting. Cllr Shingfield reported that the Committee continues to run in the absence of a

Chairperson/Vice Chairperson and is only managing to carry on because of the sterling work of the Secretary and Booking Clerk.

The Committee are repeatedly asking for further support from the organisations that use the hall, but as yet no-one has come forward. This is very difficult and cannot continue long term, however the Lincoln Hall itself is well used and continues with increased bookings in the coming year. Car parking continues to be an issue and the concern of the committee is that with increased use of the Bowls Club it will only get worse. The committee are concerned that it has been assumed that the LHSC is supporting a history centre being built at the rear of the hall when this is not the case and has not been agreed.

The Lincoln Hall Social Centre AGM is the 20<sup>th</sup> of November 2018 at 19.00hours.

Hingham Town Council's use of the small committee room for storage is felt to be not what was agreed with LHSC and this needs to be clarified with HTC.

- 7.2 The representative for Citizens Advice (Cllr Eldridge) reported that the Manager for Dereham and Watton had retired. Citizens Advice now exist as "Diss and Thetford Citizens Advice" and "Norfolk Citizens Advice".

### **8.1 General Correspondence (information/circulars etc)**

- 8.1.1 South Norfolk Council - Appointment of joint Managing Director**
- 8.1.2 South Norfolk Council - District & Parish Elections 2 May 2019**
- 8.1.3 South Norfolk Council - Christmas Bin Collections**
- 8.1.4 South Norfolk Council - Annual Rough Sleeper Estimate - November 2018**
- 8.1.5 South Norfolk Council – Help Hub Bulletin**
- 8.1.6 Norfolk ALC Newsletter**
- 8.1.7 NHS - Local NHS winter communications**
- 8.1.8 Images By Hand – Town Map (sales communication)**
- 8.1.9 Police Connect – Scam Alert**
- 8.1.10 Greater Norwich Local Plan Consultation, 29 October 2018 – 14 December 2018**
- 8.1.11 Norfolk County Council - Budget Consultation 2019/20**

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

- 8.2.1 Resident request for the Town Council to approach Norfolk County Council Highways regarding "no parking" signage – Admirals Walk** – The highways engineer had advised that Norfolk County Council would not provide "no parking" signage as the area was unrestricted highway. If the resident wished to place signage on their property boundary NCC would not take action unless complaints were received.
- 8.2.2 Concerns regarding the request for a Bus stop outside the Co-op.** It was reiterated that this area is privately owned. Concerns were raised regarding the cutting of the school bus service to the extent that it no longer stopped in the Market Place, causing a large number of children to be waiting on the path by the Co-op. The Clerk was asked to write to the bus company regarding reinstatement of the Market Place stop.

### **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 not present at the meeting.

### **10. County Councillor's report**

County Cllr Dewsbury reported that Norfolk County Council were preparing to change from a Committee system to a Cabinet system, and that the Chief Executive is leaving.

The Council are looking to save £49 Million – focusing on how to provide services differently. For example selling a building (children’s centre in Kings Lynn) that they currently only use for 12 hours a week and providing the service from a rented premises instead – (renting it only for the time it is needed), therefore no longer having the ongoing maintenance costs of running a building. It is hoped this approach can make the provisions of services more flexible to reach more people. Investment is being made in providing 3 or 4 more centres for people with special needs which will in the long term save money on transportation people who are often having to travel far from home to access the service. The Council are also looking to get more smaller bungalows built to help older people downsize but remain independent rather than move to residential homes.

It was also reported that at the NALC AGM the President resigned, and that the Norwich Citizens advice has moved into the Forum

## **11. Planning Decisions**

11.1 2018/1940 - 2 Wellingtonia Terrace Hingham Norfolk NR9 4HX  
Single storey rear extension - Approval with Conditions

2018/2099 - 3 Hardingham Street Hingham NR9 4JB  
Tree A Bullis - remove, and Tree B Holly - lower to hedge height - No objections

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

**12.1 2018/2228 & 2018/2229 - 18 Bond Street Hingham Norfolk NR9 4HA**  
**Removal of lean-to and replace with garden/breakfast room**  
(Cllr Riley left the room) The Council agreed to recommend approval.

**12.2 2018/2214 & 2018/2213 - Well House 5 Market Place Hingham NR9 4AF**  
**Replacement of existing conservatory with bespoke garden room**  
The Council agreed to recommend approval.

**12.3 2018/2091 - 2 Admirals Walk Hingham Norfolk NR9 4JL**  
**Proposed first floor side extension**  
The Council agreed to recommend approval.

**12.4 2018/2216 - Cedar Cottage Watton Road Hingham NR9 4NN**  
**Existing dwelling to be demolished with new replacement dwelling including annexe accommodation.**  
(Cllr Foord left the room) The Council agreed to recommend approval.

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

13.1 2018/2357 - 17 Market Place Hingham NR9 4AF  
Willow - Remove branches by 4m, two braches by 2- 3m overhanging neighbours garden

## **14. Planning Appeal (for information only)**

**2018/1025 – The Barn, White Lodge Farm, Hardingham Road Hingham**  
Appeal against refusal of proposed revisions (alterations and extension) of planning consent.

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

The Clerk advised the Council that the Solicitor acting on their behalf had now had a response from South Norfolk Council regarding the Town Council request to reduce the overage period – South Norfolk Council are not prepared to reduce the Overage Period to 30 years, “as 79 years is their standard requirement in these circumstances”. The Town Council considered that the 79 years is disproportionate to the value of the property. It was also raised that the length of time would not likely be within “living memory” of those currently connected with the Town Council, and that Council administration may not even exist in its current format in 79 years’ time. It was agreed to contact the relevant manager at South Norfolk Council directly (due to the previous delay in response from NPLAW (acting on behalf of SNC), to again request that the overage period be reduced, as per the concerns raised.

**16. To discuss a resident’s request that the Town Council support their campaign for improvements to the B1108 Norwich Road, (ref: information supplied by that resident at the Town Council meeting of 02 October 2018)**

The Clerk explained that the resident was concerned that his campaign (as presented at the previous TC meeting) was not given full consideration by the Town Council, the Clerk suggested that she try to arrange a meeting between the resident, representatives of the Town Council, the NCC Highway Engineer, County Cllr Dewsbury and Cllr Martin Wilby Chairman of the County Council’s Environment, Development and Transport Committee. It was agreed that the Clerk should see if such a meeting can be arranged, but noted that NCC had already stated that they would but adopt the Hops until the flooding issues there are resolved, and that there is unlikely to be justification for implementing an extensive programme of works on the B1108 (in view of the current financial savings NCC need to make).

**17. Feedback from the Open Evening, Tuesday 16 October 2018**

The Clerk asked if any points had been raised at the Open Evening that the Council should be aware of, and if any crime related concerns had been expressed as she (the Clerk) was intending to meet with the Police Beat Manager the following evening (7<sup>th</sup> November). No points were raised but it was stated that the overall feedback regarding the Open Evening was very positive.

**18. To discuss the proposal from the Hingham History Centre regarding the requirement for a purpose built building**

It was noted that at the previous Town Council meeting (02 October) the representative from the Hingham History Centre, presented a very good case for the need for a purpose built archive centre. It was agreed that the Clerk and Chairman should visit the Attleborough Archive Centre to look at the facility and talk to the Archivist. It was also noted that there would need to be initial discussions between all relevant parties History Centre/Lincoln Social Centre/Bowls Club/Town Council.

**19. To discuss the Town Council use of the small room at the Lincoln Hall**

Cllr Shingfield had advised the Clerk that at the meeting of the Lincoln Hall Committee it had been raised that they believed that the Town Council should not be using the small room to store items other than “filling of paperwork”, (and concerns were raised in general regarding regular hall users storing items without permission). The Clerk confirmed to the Council that she had advised Cllr Shingfield (who had fed back to the Lincoln Hall Committee) that the original offer for the Town Council to hire the small room (at £250 per year) was for storage purposes, with the stipulation that the room was to be made available as a green room for performers should a play be performed in

the Lincoln Hall. The Clerk also confirmed that she had tidied the room and the bulky items (tree guards and bike racks) would only be there temporarily until being installed outside. It was also noted that the History Centre has some filing cabinet in the room. The Clerk advised that she could not recall a formal written agreement, and that the initial offer was made verbally. It was suggested that the Lincoln Hall Committee should consider formalising (in writing) any existing agreements regarding storage of items at the hall.

**20. To discuss request by The Committee of Hingham Santa's Grotto to erect the Grotto and Santa's Cabin on the Fairland on Saturday 1st December 2018**

It was agreed to permit the Grotto to be placed on the Fairland for the festive period.

**21. To discuss the information for the proposed Parish Partnership Scheme application and decide on the project for which the application is to be made.**

The Clerk advised that the Highway Engineer had confirmed that it is not permissible to apply for Parish Partnership funding for a study and design scheme for improvements to the Fairland Crossroads, as the PPS was only ever intended for minor highway improvements. The Highway Engineer had also advised that the County Council can implement assessments and a preliminary design but at the cost of Hingham Town Council. The junction does not meet the criteria for the County to consider infrastructure improvements, notably considering the introduction of a 20 speed limit and VAS signage.

For the County to implement a study and preliminary design, the Town Council would need to request it in writing with a view to paying a sum in the order of £5000, although this figure would need to be confirmed.

The Clerk was asked if she could seek confirmation as to whether the Town Council has a right to contribute to such a study/drawings.

The Highways Engineer had also advised that the options for making a more "formal" crossing point in the Market Place were either by the use of bollards (for which some of the green would be needed to widen the path), approximate cost £2000 or by use of "village gates" in the greens, approximate cost £ £2500.00 a pair. The engineer confirmed that there was no evidence to prove that the village gates work to reduce speed but he considered them the best option for making the pavement to pavement crossing point more visible.

The Council considered that neither of these ideas would serve a suitable option to formalise the crossing point and agreed not to apply for Parish Partnership funding for either of these ideas, in favour of pursuing the proposal to work with NCC to try to get a feasibility study/drawings/costings for an improvement scheme to the Fairland Crossroads, to be accepted as a Parish Partnership funded scheme. It was also asked if the Clerk could discuss the possibility of a pedestrian island in the Market Place when she next meets with the highway engineer.

The engineer had confirmed that there were no additional signage options to slow the traffic in the 20 MPH limit, but he would refresh the painted signage on the road.

**22. Proposal to ask Hingham Primary school if the children could make star decorations for the Town Christmas tree and to provide some materials funded from the Events fund**

Following the positive feedback last year regarding the tree decorations the Clerk asked if she could approach the school to ask if the pupils could again make decorations this year, and asked if some materials could be provided for this purpose funded by the events fund. Both points were agreed by the Council.

### 23. To receive a briefing regarding an invitation from Abel Homes.

It was reported to the Council that an invitation was made by Abel Homes to the Chair, Vice Chair and Clerk to attend a meeting to discuss Abel Homes intention to undertake "Phase 2" of development on the Norwich Road. The meeting took place on 31 October 2018. The site is referenced as GNLPO520 (Land to the south of Norwich Road) in the GNLPO consultation (January to March 2018 consultation) on the sites put forward for development – and is adjacent to development now known as "The Hops".

At the meeting Abel Homes disclosed their intention to submit an application to develop some of this parcel of land – (approximately 90 homes) with the development not stretching as far south as the Hops. Homes would be of a similar design to The Hops and it is intended to submit an application later this year.

The Council representatives put forward concerns regarding drainage, pedestrian safety (crossing points and a continued footway along the south side of the road), traffic speed on the B1108, impact on Drs Surgery and School – and school parking

It was stated by Abel Homes that although the land supply had been fulfilled by Hingham up to the end of the current local plan (2026) – South Norfolk overall had not fulfilled the 5 year land supply as required, and therefore it was intended to submit the application prior to the current plan expiring. It was also stated that it was envisaged that the intended development would fulfil Hingham's land supply "obligation" up to the expiry of the future GNLPO (up to 2036).

Following the meeting with Abel Homes enquiries have been made with SNC - who have advised that the shortfall in the 5 year land supply only applies to the rural area outside the GNLPO area, (the GNLPO area includes Hingham). The shortfall is currently less than 200 houses, although this is being reassessed at the moment.

*IT must be stated that details of the future GNLPO are as yet unknown – as the process is only now at the second consultation stage ( that being a consultation on further land put forward during the first consultation).*

### FINANCE

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

Noted – The Clerk advised that the venue is yet to be confirmed as the Lincoln Hall is not available due to their committee holding an Annual General Meeting

### 25. Accounts for Payment

The Accounts for payment as below were agreed and the cheques signed.

cheque no	ACCOUNTS FOR PAYMENT 06 November 2018			VAT
	TOTAL	PAYEE	DETAILS	
103872	£ 887.82	D RAMM	£874.88	
			binbags (4.94)	£0.82
			cleaning products (8.00)	£1.33
103873	£ 829.72	A DOE	WAGES	
103874	£ 606.28	EON	STREET LIGHT ENERGY	101.05
103875	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
103876	£ 13.05	ANGLIAN WATER	CEMETERY	
103882	£ 1,100.00	HINGHAM YOUTH CAFÉ	GRANT	
d/debit	£ 40.64	NEST	PENSION	
103877	£ 60.00	HINGHAM PCC	LIGHTING	
103878	£ 50.00	HOCKHAM PLAYING FIELD	STALL HIRE	
103879	£ 34.57	FIRST COPY	METERED PRINTNG	5.76
103880	£ 100.00	GREAT HOCKHAM CHRISTMAS	CHRISTMAS TREE	
103881	£ 128.35	EUROFFICE	TOILET ROLL	21.39
	£4,144.62	TOTAL	TOTAL VAT	£179.38

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

It was agreed to ask the public to leave as the following agenda items are commercially sensitive, confidential and relating to staff employment.

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

Two quotations were received and considered. It was agreed to request Radiiramps to undertake work as described in their quotations as Option A ( repair rather than full refurbishment) – at an estimated cost of £3,435.00. This included the removal of the small free standing ramp, which is currently being moved by users of the skate park and is highlighted as a high risk in the RoSPA report. It was also agreed to discuss the option of an inspection regime with this contractor.

**28. To consider any quotations received for the resurfacing of the access driveway to the Lincoln Hall/Library/Bowls club car park**

The Clerk asked if this agenda item could be postponed until December to allow more time for tenders to be made.

**29. To receive notification/discuss an insurance claim against the Town Council**

The Clerk advised that a personal injury claim had been made against the Council, following an alleged fall on the Lincoln Hall access driveway in March. The Clerk confirmed that this had been reported to her verbally by the booking clerk for the Lincoln Hall who was at the time unclear of the details. No direct contact had been made to the Council by the claimant. The claim will be passed to the Council insurance company.

**30. To discuss the staff appraisals**

The Chairman had undertaken appraisals with both members of staff. It was agreed that the Chairman and Vice Chair should discuss with the clerk whether she needed to be allocated more hours to enable her to complete CILCA as this work should be undertaken during her work hours and not in her own time.

**31. To discuss and review employees' wages**

There were no changes proposed for the Handyman's salary.

It was agreed that the clerk's salary should go up by one spinal point to sp29 backdated to April 2018.

Signed ..... Chairman

04 December 2018

## Clerks Report for 06 November 2018

MIN	Update
	<b>Matters Arising From the minutes of the meeting on 02 October 2018</b>
MIN	
2.1	<b>The Clerk and Chairman hope to visit the Attleborough History centre in November</b>
8.1.3	– Scam Alerts – some information regarding scam alerts has been placed in the parish magazine and on social media.
15 –	<b>The Hingham Open Evening took place on 16 October and was very well attended – The Clerk requests any feedback from residents/organisations/councillors to be brought via Cllrs to the Town Council meeting on 06.11.18 –in particular anything crime related as the Clerk is hoping to meet with the Police Beat Manager on 08 November.</b>
17 –	<b>Tenders for the grass cutting will be sought through November (for later consideration – possibly January)</b>
18 –	<b>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.</b>
20-	<b>The arrangements for Remembrance Day/Commemorating the 100 year anniversary of the WW1 Armistice – have been advertised on social media (Facebook)</b>
	<b>Other Updates</b>
	<p>The Clerk met with Highway Engineer on 11 October 2018. Parish partnership scheme ideas were discussed. The correspondence from a resident regarding the B1108/surface water/flooding at the Hops was briefly discussed. The engineer advised the Hops would not be adopted until surface water issues were resolved. The remedial work to the footway on Hardingham Road by Lincoln Close was highlighted – and will be chased by the engineer –</p> <p>The white line work by the Market Place drop kerbs was also discussed now being very overdue – During the walk about - it was identified that some roads were in need of Surface dressing: Hardingham Road, Admirals Walk, Ringers Lane, Dereham Road and possibly Attleborough Road.</p>
	<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 – this has been chased and has been assed to the department manager</p> <p>The application for the work to reduce the Churchyard Lime tree to be made to SNC – (Church permission also required).</p>
	The Chairman and Clerk will visit the Christmas tree supplier early November – the cost of the tree is quoted as £100

	Resurfacing of the Lincoln Hall access driveway –none of the original companies contacted provided a quotation for this work - 3 other potential companies have been contacted regarding a quotation - one quotation has been submitted but requires some amending to fit with the options for pricing needed. One other company is keen to submit a quotation – the Clerk will ask for this agenda item to be deferred until December -
	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”.
	Skate Park refurbishment quotations – the Clerk has met with 2 companies – one has submitted a quotation, a quotation is awaited from the second company.
	The Clerk has contacted Mr Couzens regarding the installation of the new street light columns (replacement for the green columns - ) it is hoped that the installation work will be undertaken by the end of the month – there was a delay in the supply of the LED lanterns – Connection work will be programmed in with UK Power networks
	3x new larger capacity dog waste bins have been ordered – and received – will be installed ASAP –the new litter bin for the cemetery has been received and installed.
	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”, this was also discussed with the Highways engineer who will also chase the work.
	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 – further enquiries are to be made with UK Power networks as the plans they supplied do not show the light or supply
	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.
	Churchyard/Cemetery - The following permissions remain outstanding from the Archdeacon Straightening of the Ileaning 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 – this has been further chased but still awaited

#### 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**

**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

Leaning memorial stone in the Churchyard – Quotations to be sought Permission still required

Report prepared 05/11/2018

Crime Figures –<https://www.police.uk/norfolk/D12/crime/>

August 2018

Recorded on or near –

Bond Street - Vehicle crime 1

Admirals Walk - Violence and sexual offences 2

Lincoln Avenue - Criminal damage and arson 1

The Dell- Violence and sexual offences 1

Ringers Lane - Violence and sexual offences 1

Folly Lane- Anti-social behaviour 1

Drinkwater Close - Violence and sexual offences 1

Norwich Street - Shoplifting 1