

## MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD ON TUESDAY 02 FEBRUARY 2021.

This meeting was held remotely via Zoom

### Present

Cllr Eldridge (Chairman), Cllr Foord (Vice Chair), Cllr Amey, Cllr Christien, Cllr Dunnett, Cllr Overton and Cllr Thompson

Clerk – Alison Doe

There were 8 members of the public present including County Cllr Dewsbury and District Cllr Bendle

### 1 Apologies for absence

Apologies for absence were received from Cllr Gott

### 2 Public participation session - (generally 15 minutes) (generally, members of the public may make a statement or ask a question of not more than three minutes duration).

2.1 With reference to the Regulation 19 consultation, a member of the public (resident) spoke to express concerns regarding the Greater Norwich Local Plan. Concerns were expressed that the scale and proportionality of the proposed development on Norwich Rd (ref: GNLP0520) is inappropriate for Hingham and will lead to an oversized development that is not architecturally in keeping with Hingham as a rural historical market town. The member of the public expressed that the delivery of 80 homes would lead to an overburden on Hingham's services and that the GNLP does not offer to serve the long term interests of Hingham. The member of the public also expressed that the easy option had been taken with allocating GNLP0520 as the site for development and stated that a more imaginative approach was needed to development within the town.

2.2 A representative from Clayland Estates spoke regarding the GNLP. It was advised that Clayland Estates would be making representations regarding the soundness of the GNLP as they considered that the site assessment process by which the sites off Watton Road (GNLP 0335 and 0298) were rejected, was inconsistent and flawed. Previous (small scale) planning applications submitted for part of the site GNLP0298 included proposals for a new footway on the south side of Watton Road, Norfolk County Council highways did not object to these proposals and commented that the proposed footway link would "be of benefit". Clayland Estates consider that the sites off Watton Road offer good footway links to the town's facilities and future proofing for Hingham as there would be the potential of access to land that could provide space for new facilities, benefits for residents with a 10 acre woodland and a phased approach to house building which would present less of a burden on the services in the town than the larger scale immediate delivery of homes. The Greater Norwich Development Board had in a meeting specified that significant weight would be given to the views of Town and Parish Councils, Clayland Estates consider that this approach has not been taken and that the sites off Watton Road should be included in the GNLP (as the Plan can allocate land for a greater number of houses than the identified need), this would then allow for decisions to be made regarding development based on details of planning applications submitted.

2.3 A legal representative for Clayland Estates spoke regarding the GNLP, advising that a body of evidence was being prepared in order to make representations regarding the site assessment process. It was advised that it may help the Town Council's representations to carry more weight if it could be evidenced that a Neighbourhood Plan was being prepared. Clayland Estates offered to assist the Town Council in preparing representations to the GNLP Regulation 19 consultation including sharing evidence to support the inclusion and development of GNLP 0335 and 0298 sites.

2.4 A member of the public (resident) spoke regarding the GNLP and advised that in 2018 the Hingham Society conducted a "straw poll" regarding sites put forward for development, the Norwich Road site (GNLP0520) came last as a preference for future development. The resident also spoke of the work of the Hingham Road Safety Campaign group and of the concerns that the Norwich Road is not "fit for purpose" and noted that no improvements to the

B1108 are provided for by the GNLP, just additional housing which will bring additional pressures to the local road network.

The reference to the GNLP0520 site being labelled as a “gateway” to Hingham was considered by the resident to be an inappropriate term for promoting the site for development and it was added that a development of the same design and size of The Hops, in such a prominent location would add nothing to the towns character. The resident advised that the Hingham Road Safety Campaign group had data from police speed surveys that confirmed that Watton Road was less affected by speeding than Norwich Road. It was also commented that the inclusion of a community woodland in Clayland Estates proposals for GNLP0335 would be a “wonderful gift to the town” The resident asked if a formal working party would be formed to construct representations on the GNLP regulation 19 Consultation, the Clerk advised that the consultation ends on 15<sup>th</sup> March and there wasn’t appropriate times scales for a formal working party to be formed, but residents could email the Town Council, the Clerk advised she would work on a representation document for consideration at the next Town Council meeting.

2.5 A representative from Greater Norwich Planning Policy Team attended the meeting to speak about the GNLP and advised that the Regulation consultation was to seek comments on the legal compliance of the plan making process and the soundness of the plan (against the prescribed test for soundness). With regards to legal compliance, there is a defined Duty to Co-operate and it was advised that the statutory bodies to which this relates are listed in the Statement of Community Involvement which can be found on the South Norfolk Council website. With regards to soundness, the GNLP Officer advised he had listened to all of the comments made and it would appear that the points raised refer the question of is the plan justified and have reasonable alternatives been taken into account. The officer further advised that after this consultation, the District Councils will need to decide if the plan is to be submitted to the Planning Inspectorate for examination. The Clerk queried what would happen if the District Councils do not agree to submit the plan for examination, the Officer confirmed that the District Councils can reconsult on the plan.

2.6 The Clerk queried as to why the GNLP process had considered the submission by the Town Council during the last consultation to be lacking in evidence, as much of the information supplied in the document regarding the site GNLP0520 was fact and the evidence was there “in situ”, in particular with regards to poor pedestrian access to the Town Centre and facilities. The Clerk also asked where the evidence was to substantiate the submission from NCC highways that (in reference to both sites allocated in the GNLP) “highway and pedestrian safety concerns can be mitigated”, the Clerk asked how this statement had been substantiated and what evidence was there from NCC highways to support that mitigation is possible. The Officer advised that it had been deemed through officer conversations.

The legal representative from Clayland Estates raised concerns that he had not been able to gain access to a direct dialogue with NCC Highways to discuss the statement made that footway links from GNLP0298 could not be established (despite evidence being submitted by Clayland Estates to the contrary).

The Chairman thanked everyone for attending and for putting their points across in the discussion.

### **3 Introduction of newly Co-opted Councillor**

The Chairman introduced Stephen Thompson as the newly co-opted Cllr and welcomed him onto the Town Council.

### **4 Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office form**

Cllr Thompson showed the form as signed, to the Council and advised it would be posted to the Clerk.

### **5 Declarations of interests with regard to items on the agenda and to consider requests for dispensation**

Cllr Christien declared a personal interest in agenda item 25 (being that her property borders land allocated in the GNLP and that she had made personal enquiries regarding the land allocation in GNLP), and had submitted a written request for dispensation to be able to speak/vote on this agenda

item and matters relating the GNLP until the term of Town Councillor expires in May 2023. It was agreed to grant the dispensation as requested.

**6 To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 5) Declarations of interests**

The Chairman confirmed he was able to Chair all agenda items.

**7 To agree the accuracy of the Minutes of the Town Council meeting of 05 January 2021**

The minutes of the meeting of 05 January 2021 were agreed as correct. The Clerk will arrange for these to be signed by the Chairman.

**8 Matters arising from the Minutes of 05 January 2021 (and other updates contained in a written Clerks report circulated prior to the meeting. See appendix A)**

The Clerk added that the resident neighbouring the churchyard has forwarded their thanks for the pollarding of the churchyard lime tree.

**9 Working Party Reports**

The Clerk confirmed that there had been no working party meetings and was therefore no reports.

**10 Reports from representatives on external bodies**

There were no reports from representatives on external bodies.

**11 Reports from Councillors, following attendance at external meetings/training**

Councillors who attended the online South Norfolk Council planning training said that they found it useful, the Chairman advised that there was an interesting discussion regarding disability access within housing developments and disability access to facilities and communities outside of housing developments.

Those who attended the SNC Town and Parish online forum said they found this to be very useful and informative. The Clerk advised that further forums were planned.

**IT WAS AGREED TO BRING FORWARD AGENDA ITEM 25 TO BE DISCUSSED AT THIS POINT – PLEASE SEE BELOW FOR MINUTES OF THIS AGENDA ITEM**

**12 General Correspondence (information/circulars etc, available on the Town Council website prior to the meeting)**

**12.1 South Norfolk Council - bin calendars**

South Norfolk Council had advised that printed bin calendars would no longer be distributed to residents. Concerns were raised that the calendar is important especially to those who do not have internet access.

**12.2 COVID-19 Business Support and Grants Update**

**12.3 Norwich Western Link project update**

**12.4 Open letter to all Councillors and Staff of Town and Parish Councils from Cllr Sue Baxter, Chairman of the National Association of Local Councils**

**12.5 Partner and Community Focus News Update January 2021**

**12.6 Norfolk named pilot area for Project ADDER**

**12.7 Norfolk ALC Bulletin**

**12.8 The Armed Forces Covenant**

**12.9 Norfolk Police - Scheme to help victims of domestic abuse access help is rolled out across Norfolk**

**12.10 NALC Coronavirus Update**

**12.11 Clayland Homes – GNLP update on site GNLPO298**

**12.12 Residents submission regarding the GNLP**

The submission (with no personal identifying information) from a resident was read out as the resident was unable to attend the meeting due to it being held via Zoom.

The resident raised the following points:

“...despite considerable input to the consultation website from Hingham residents together with a constructive and comprehensive submission from the Town Council, the original site preferred by the GNLP remains as the only major one to go forward.

Furthermore its main alternative site opposite the Sports Hall, which seemed to have significant support locally, has been dismissed for no good reason. The reasons given in the draft decision against this site were:

- a) That it would extend the development of Hingham westwards, and
- b) That it would be impractical to provide adequate pedestrian footway access to the central facilities.

In respect of a), do they not recognise that the existing development of Hingham already extends westwards to encompass Frostraw and that planning permission was given by SNDC for two very large buildings to be erected on the south side of the B 1108. Their choice of site will equally extend development to the east so such an argument is not legitimate.

With regard to b), there is already a continuous footpath on the north side of the B 1108 from the Sports Hall to the Market Place. To access this from the “rejected” development site would entail crossing the main road once only, whereas in the case of the “approved” site there is no direct pedestrian access to the centre without crossing the main road at least twice.

These conclusions make me wonder if the GNLP assessment team ever visited Hingham in the daylight (except to set up the roadshow in Lincoln Hall). They must also place in question the point of any public consultation.

Given that the individual residents’ submissions and that from the Town Council were in the public domain I would ask

- a) If you have any record (and contents) of a submission to the GNLP from our SNDC Ward Councillor, bearing in mind that this exercise is a joint one with South Norfolk District Council,
- b) Does the Town Council have any intention of taking this matter further, if needs be to a higher level”.

### **12.13 Hingham Road Safety Group submission regarding GNLP**

The Hingham Road Safety Campaign raised the following points regarding the soundness of the plan and plan making process:

- a) “the TC GNLP submission unfortunately expressed no preference for any of the alternative sites being offered by developers having “signed the pledge to support the CPRE campaign objecting to any new sites being allocated for house building”. Has this presented the SNC planners with an opportunity to ignore (ride roughshod over) the well argued objections of the TC (and others) to their proposals? These are now regurgitated word for word, unchanged from the originals, even though their own arguments were in several cases rejected as unconvincing and contradictory”.
- b) “is the new consultation process meaningful, likely to make any difference given the first one now appears to have been “going through the motions”?”
- c) “how are the planners held to account for apparently failing to be persuaded by argument, and appearing to be following previously determined decisions, persuaded by their previous developers’ discussions?”
- d) “can/will our District Councillor demand answers on our behalf as to how the planning procedures are not seemingly being conducted or applied transparently?”
- e) “there are arguments for deferring decisions until the wider picture is established, given the mistakes made over the Hops development and the doubts being expressed about the legitimacy/transparency of the process so far, with Covid-19 a factor in making representations from interested parties extremely difficult.”

## **13 Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)**

None

#### **14 To discuss and agree any required responses/actions in relation to any item(s) of correspondence**

The points raised regarding the soundness of the GNLP to be incorporated into a response to the Regulation 19 consultation.

District Cllr to address the points raised regarding the GNLP

#### **15 District Councillor's report**

District Cllr Bendle reported that a forum had been set up with local groups to assist with the Covid19 grant support for businesses. There are 8 different types of business grant and details can be found on the South Norfolk Council website, discretionary grants are also available for the self employed. Information regarding these Covid support grants will be put on the Council Tax demand letter.

It was also reported that staff from SNC were visiting businesses in the district to ensure that they are operating in a Covid Secure way.

With reference to the GNLP District Cllr Bendle advised she was not involved in it as a cabinet member as her portfolio was regarding helping people. District Cllr Bendle also advised that she did not know the details of the GNLP/plan making guidelines and the GNLP team were not planning officers from SNC, she advised that she will do all she can to help with regard to planning applications for example if applications submitted are unsuitable.

District Cllr Bendle was asked to respond to the residents' queries regarding how she has represented the residents of Hingham in the GNLP process, especially with regard to the Norwich Road "preferred option" which was overwhelmingly objected to and the site being promoted by Clayland Estates had received support. Cllr Bendle advised that during the last consultation she had received phone calls from residents who disagreed with the Town Council's views. The Chairman queried why this information was not passed on at the time or since, it was also commented that these representations had not been submitted through the GNLP consultation process and therefore were not evidenced. District Cllr Bendle advised that she wished to remain independent with regard to the GNLP. Her stance was to be transparent and previously her time on the Town Council conflicted with her job at South Norfolk Council.

#### **16 County Councillor's report**

County Cllr Dewsbury reported that although libraries and museums were currently closed, activities were available online. The adult learning had been transferred to online and this has resulted in a greater uptake on courses, with people being furloughed or made redundant being able to access and learn new skills. Norfolk County Council staff are helping with the Covid pandemic response, a Norfolk Assistance Scheme has been set up to lend council staff to the Norfolk and Norwich Hospital which has been asking for support with non-medical/clerical roles. The Fire Service is assisting by driving ambulances, helping with the mortuary and at some vaccination centres. Customer Services have been running the local Test and Trace system and the service that has been supporting people living at home with Covid has been extended to support people who are having to self-isolate because Test and Trace has contacted them to inform them that they have been in contact with someone who has since developed COVID 19.

County Councillor Dewsbury also reported that as the Fire Service visits to schools are not possible at the moment, Crucial Crew fire safety information can now be found online and the service has launched a competition for younger children. They are inviting children to send them any questions they have about their work or the equipment they use by February 12th. The best questions will be selected and answered on film which will then be sent to schools to use online or for home learning. (The Clerk will share the relevant social media posts to the "Hingham Mums and Dads" Facebook page).

It was also reported that Norfolk County Council has used their Covid Response Fund to purchase 2,000 laptops and tablets for the Every Child On Line campaign. The council is working with Norfolk Community Foundation and the EDP to try to ensure children's education does not suffer due to their lack of equipment/digital disadvantage. Lotus Cars, based at Hethel, has also donated 625 Chromebooks to the scheme.

With regard to the recent flooding, several committees, including Scrutiny, have considered the problems and reasons. The causes differed across the villages. Three more staff will be employed to

help deal with the current issues and £1.5million capital funding will be allocated for repair and preventative work. A county wide committee led by Lord Dannett, will be set up to bring together local council services and organisations involved with water, to consider how to prevent future problems and help parishes prepare for dealing with future emergencies when they arise. Highways and Environmental Services are already looking at blockages and damage caused by the floods and looking for the causes.

Cllrs raised concerns regarding the issue of flooding, in particular the GNLP allocation of Norwich Road for further housing development when residents of Seamere Road have been affected by flooding and have raised concerns regarding the issue. It was also commented on that the field south of The Hops is waterlogged and the surface water run off from The Hops goes through a attenuation /pond/ditch system that is the responsibility of several different individuals/authorities. Concerns were also raised that gullies on Norwich Road become clogged with mud/leaves/twigs and this then forces water to run onto The Hops during heavy rainfall, other areas in and around Hingham (Deopham Road/Money Hill Lane/Little Ellingham Road) were also highlighted as impassable or having a constant flow of water on the road, causing damage to the road surface. It was advised that a request can be made to SNC for road sweeping. County Cllr Dewsbury advised that the Committee had not yet met, but were hoping to do so soon, and that any issues regarding flooding and evidence can be forwarded through her.

## 17 **Planning Decisions**

- 17.1 2020/2245 Details for conditions 9, 10, 12 & 14 of 2020/1059 - (9) surface water drainage (10) boundary treatment (12) details of service trenches & (14) water consumption  
Rowan House Bears Lane Hingham NR9 4LL - Approved
- 17.2 2020/2052 Erection of rear single storey extension and link to existing garage  
25 Granary Way Hingham Norfolk NR9 4FA – approved with conditions  
n.b the application was amended to remove the conversion of the garage into living space

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

- 18.1 2021/0133 Proposal: Notification for Prior Approval for a proposed change of use of an agricultural building to a dwellinghouse (QA)  
Location: Agricultural Building North Of The Old Dairy Watton Road Hingham Norfolk  
Application Type: Prior Notification - Agricultural to Residential.  
The Council agreed to recommend that the application be approved.
- 18.2 2021/0103 Location: The Old Dairy Watton Road Farm Watton Road Hingham NR9 4NN  
Proposal: Conversion and extension of office block to dwelling. Conversion of existing barns to dwelling and garage. Application Type: Full Planning Permission.  
The Council agreed to recommend that the application be approved.

## 19 **Planning Appeals**

- 19.1 2020/0936 Location: Land East of The Fields Hingham Norfolk  
Proposal: Self build dwelling and garage. - Application Type: Full Planning Permission  
Notification of the appeal confirmed that previous representations made on the application have been forwarded to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. A copy of the representation made by the Town Council was forwarded to Cllrs prior to the meeting. It was agreed that the representation previously made should not be amended or withdrawn.

- 20 *(other planning applications where the Town Council is not a consultee – for information only)*  
None

**(ITEM 21 – 22 FINANCE)**

- 21 To receive notification that the (limit for) section 137(4)(a) of the Local Government Act 1972 sum for parish and town councils in England for 2021/22 is £8.41 (compared to £8.32 for 2020/21, per local government elector)**

The Clerk confirmed that Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

- 22 To approve Accounts for Payment**

The Clerk confirmed that no other invoices had been received since the publication of the agenda. Scanned copies of all invoices were sent to Cllrs prior to the meeting. The Accounts for payment were agreed as below.

ACCOUNTS FOR PAYMENT 02 FEB 2021				
cheque	TOTAL	PAYEE	DETAILS	
104145	<b>£887.11</b>	staff	WAGES (£870.94)	
			CLEANING PRODUCT (9.20)	
			BINBAGS (6.97)	VAT £1.16
104146	<b>£962.26</b>	staff	WAGES	
D/DEBIT	<b>£64.66</b>	NEST	PENSION	
104148	<b>£240.00</b>	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	VAT £40.00
104149	<b>£688.32</b>	E-ON	STREET LIGHT ENERGY	VAT £114.72
104150	<b>£1,280.00</b>	EASTERN TREE CARE	CHURCHYARD LIME	
D/DEBIT	<b>£74.41</b>	NORFOLK COPIERS	PRINTER RENTAL	VAT £12.40
	<b>£4,196.76</b>	<b>TOTAL</b>	<b>TOTAL VAT</b>	<b>£168.28</b>

- 23 To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations**

Cllr Thompson confirmed he had received the documents listed.

- 24 For the newly Co-opted Councillor to receive the “Registration of Pecuniary and Other Interests” form which must be completed, signed and returned to the Clerk by 25 February 2021**

Cllr Thompson confirmed that he had received and completed the Registration of Pecuniary and Other Interests and this would be forwarded to the Clerk.

- 25 To receive the notification of the GNLP (Greater Norwich Local Plan) Regulation 19 consultation (open from 09.00 on Monday 1 February 2021 and close at 17.00 on Monday 15 March 2021), to discuss any issues regarding the GNLP, make suggestions regarding formulation a response to the consultation and agree any other actions**

(n.b. Regulation 19 Consultation - Legal compliance and soundness. The purpose of the Regulation 19 stage of consultation of the Local Plan is to address the following questions: Has the plan been prepared in accordance with all legal and procedural requirements? Does the plan meet the prescribed tests of soundness?)

THIS AGENDA ITEM WAS DISCUSSED AFTER AGENDA ITEM 11

The Chairman invited the Officer from the GNLP team to speak. The Officer advised that he believed that the GNLP had been prepared in accordance with standards methodology and guidelines and believed the plan to be sound, however it was evident from the discussions earlier in the meeting that the Town Council would be preparing representation against the soundness of the plan. He advised that from what had been discussed the Town Council should form their representation on the basis of 'is the plan justified?', 'have the reasonable alternatives been considered?' and 'has the decision been made on proportionate evidence?'. It was also advised that the Town Council's representations should incorporate a response on behalf of residents.

It was queried as to whether there was basis for making representation regarding the duty to co-operate, especially with regard to Hingham being on the border with Breckland Council and the neighbouring Breckland area being subject to a high level of housing development (eg Great Ellingham), and that residents from the neighbouring Breckland area would potentially seek to use shops and services in Hingham. The Officer advised that the GNLP was a joint plan between the district councils of South Norfolk, Broadland, and Norwich City but other authorities would have been consulted through the Norfolk Strategic Planning Framework.

Concern was raised regarding the advice to submit a condensed response on behalf of the Town Council and residents, rather than residents submitting their own representations, as reference has been made to low response numbers to the GNLP Regulation 18 consultations. Concern was also raised regarding the GNLP teams ability to advertise the Regulation 19 consultation to all residents in the affected parishes as the main focus of consultation is online. It was confirmed that the Government had removed the requirement to provide printed materials in public places due to Covid restrictions and roadshows would not have normally taken place for this stage of the consultation as they did from the Regulation 18c consultation. The Town Council expressed disappointment that the public engagement seemed limited and suggested that Zoom question and answer sessions could have been arranged.

It was queried as to whether the duty to co-operate had been adhered to with regards to Norfolk County Council as the education authority and Anglian Water, the officer confirmed that duty to co-operate had been adhered to and information was available in the early site assessments.

The Officer was thanked for his attendance and the information supplied, he left the meeting at this point. The Town Council went on to discuss the issues.

It was commented on that the Statement of Community involvement as published on the SNC website had not been complied with as representations made during the previous GNLP consultation had been completely disregarded.

It was agreed to investigate the basis that other Local Plans had been rejected by the Planning Inspectorate, and for the Clerk to make enquiries with other Clerks from parishes included in the GNLP to see where other representations will be made and on what basis.

Concerns were raised that during the cabinet meeting in which the plan was approved for the Regulation 19 publication, there was no in depth discussions of the sites and no discussion of the policies or representations made. It was noted that the Cabinet appetite was to get the GNLP adopted as soon as possible without delay, before it could be affected by any changes that will be brought about by the planning white paper.

## **26 To receive and discuss the Tree Survey, and agree any actions**

A copy of the tree survey was forwarded to all Cllrs prior to the meeting. It was agreed to obtain quotations for the resistograph testing on the oak tree in the Sports Field car park. The Clerk advised that sites needed to be identified for tree planting to provide a replacement tree for when this oak needs to be felled, the Clerk will again ask the HPFA to identify a suitable site for tree planting within the sports field. It was also agreed to obtain quotations for the removal of the deadwood in trees as identified in the survey, and for the removal of the dead elms from the hedge at the sports field.

**27 Proposal to allow a small section of the front of the old part of the cemetery to be seeded as a wildflower/bee area (including cutting, raking and plant species management to facilitate this), and suitable insect friendly planting to be undertaken by the cemetery entrance sign (using a small budget from the open space enhancement reserve fund allocation and/or seek external assistance and funding)**

The Clerk advised that creating bee/insect friendly verges in Hingham was something that she had made enquiries about to the NCC Highways Engineer, but he had not been able to identify a suitable area, the idea of creating an area within the cemetery was something that could be done as an experiment, which if successful could be used in other areas in the Town and would be a start for initiating a project that could be part of the Environment/Climate Change working party ( when it is up and running) . The Clerk also advised that some time ago the cemetery working party did plant a few shrubs by the cemetery entrance sign, but this was not very successful, the planting of lavender could provide a nice visual feature as well as being bee friendly. The Clerk advised that she had been in touch with the Norfolk Wildlife Trust who were able to offer some advice. The Chairman advised that having a small section of “wild flower meadow” would require management and the planting of yellow rattle to inhibit grass growth.

It was agreed to undertake this project.

The meeting ended at 9.30pm

## Clerks Report for 02 February 2021

## APPENDIX A

MIN	Update
	<b>Matters Arising From the minutes of the meeting on 05 January 2021</b>
12	<b>The Hingham Road Safety Campaign group have been invited to attend a meeting of the Town Council when these meetings are able to be held in person</b>
23	<b>The Parish Precept request form was submitted to SNC prior to the deadline and an acknowledgement was received</b>
<b>Other Updates</b>	
Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in the new year	
Notice boards for the toilets to be purchased	
<p>Notice Boards - both wooden notice boards are now becoming difficult to open and lock – they become damp and condensated.</p> <p>The clerk advises considering the purchase of a new purpose built free standing notice board if there is a suitable location in the Market Place - a new notice board for the Fairland is also recommended</p>	
Work to reduce the small leaved lime in the churchyard - completed, thanks have been received from the nearby resident who praised the work of the contractors	
Bank Mandate change completed , confirmation received that the changes have taken effect	
Market Place Payphone – A payphone has been installed the kiosk door has been repaired. BT have been asked to refurbish the kiosk – however there has been no response to this	
<p>Church Clock – the Clerk has been in touch with Peter Trett and both are reluctant to use the same company that installed the current rewind mechanism. Advise is being sought from the clock repairer who last attended the clock. Another company has been in touch regarding the clock and will be asked to provide advice/quotation. – Site visits will be looked into post lockdown</p>	
Skatepark repairs – quotation to be requested for the replacement rivets, quotation for maintenance contract received and needs to be discussed the cost is being included in the draft budget. Joins in the tarmac to be filled .	
<b>Outstanding Issues</b>	
Financial checking/scrutiny to be undertaken. Chairman and Clerk post lockdown	
Working Party for the feasibility into a neighbourhood plan to be set up when more Councillor Vacancies are filled	
Parking “options” to be investigated and report to be written for a future meeting	
Installation of cycle racks to be arranged	
<p>Street Lighting – the contractor has been asked to undertake the renumbering of the footway lights</p> <p>A condition report is awaited on all of the Council’s footway lighting – (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED)</p> <p>With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.</p>	
Lockable Bollard for the Fairland – quotations to be obtained and discussed at a future meeting	

<p>Communications Policy (including social media - this is being worked upon )– Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case.</p> <p>Staff/Cllr communication/relationship protocol to be drafted</p>
<p>Cemetery fees discretion policy – The Clerk has been working on this as an overall Cemetery Fees Policy all points relevant to the fee structure including frequency and method of fees reviews This is to be finalised and bought back to a future Town Council meeting with a review of the cemetery fees</p>
<p>Extension of Cemetery Driveway and turning circle – The Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway – the area is very extensive – and the clerk is concerned about the application of such a large area of tarmac – (environmental and cost)</p> <p>There may be other more appropriate solutions – including a shorter tarmac extension followed by “matting” under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area - advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal – therefore the grass should not become too worn from being driven on - this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .</p>
<p>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) - Have not yet found liners of the same size -</p>
<p>“Please do not park on the grass” signs to be priced/depending location of installation of bike racks</p>
<p>Commemorative Plaque for the Fairland Bus shelter – To be ordered</p>
<p>Report prepared 01 February 2021 does not include Matters Arising when the item is on the forthcoming meeting’s agenda</p>

Crime Figures – latest update December 2020

<https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap>

on or near:

Lincoln Avenue - Public Order 3, anti social behaviour 3, criminal damage and arson 2,

Other Crimes 2

Ringers Lane - Public Order 1

Fleeters Hill - violence and sexual offences 1, Public Order 1, criminal damage and arson 1,

Market Place - violence and sexual offences 1

Baxter Road - violence and sexual offences 1

Muir Drive – Anti social behaviour 1

Watton Road – other theft 1