

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD ON TUESDAY 05 OCTOBER 2021 IN THE LINCOLN HALL.

Present

Cllr Eldridge - Chairman

Cllr Amey – Vice Chair

Cllr Christien, Cllr Overton, Cllr Roberts

Clerk – Alison Doe

There were 3 members of the public present including County Cllr Dewsbury

1. Apologies for absence

Apologies for absence were received from Cllr Dunnett, Cllr Sta Ana and Cllr Thompson (n.b apologies were received after the meeting from District Cllr Bendle. No apologies were received from Cllr Foord).

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

2.1 The Co-ordinator of the Community Speed watch was unable to attend the meeting and had sent a written submission to be read out (which was read out loud by the Chairman). The Co-ordinator advised that he was stepping down with immediate effect and that the Hingham Community Speed Watch was ceasing to operate (after 5 years), the written submission referred to the lack of action by the Police, Highways and the Town Council to implement a permanent solution to the issue of speeding in the town and cited a “lack of support and dialogue and follow through by the Town Council on the findings and potential solutions options embodied in the HRSC report”, as reasons for the speed watch ceasing to operate.

2.2 The same resident (as in 2.1) made a written submission on behalf of the Hingham Road Safety Campaign Group, which was also read out loud by the Chairman. The submission reiterated points made in previous meetings regarding the survey carried out by the HRSC group, that being 136 surveys were returned (representing between 136 and 200 residents) and that this represented 88% support for need for road safety improvements and working with the Town Council to achieve this. The submission stated that the Town Council had “belligerently” refused to meet with the HRSC group, stating that the town council were concerned that the group was biased and that the Council had refused to facilitate an “open” meeting with the HRSC group. The submission also stated that the suggestions in the report were intended as potential solutions for wider discussion, debate, prioritisation, (new) fund seeking and implementation. The submission referred to the report regarding speed markings and signage which was discussed at the previous meeting (which had been prepared by Cllr Thompson from his observations as a resident of Hingham), stating that this report only highlighted that the Town Council had failed to ensure that the existing road markings are maintained and that the report was compiled without consulting the HRSC group. The author of the submission stated that they and others believe that the Town Council has failed to represent the wishes of the residents and requested that the following be added to the next agenda: “it has been raised that Hingham Town Council should consider developing a Community Engagement Strategy” to better represent the residents of our community, what should we (the Town Council) do about it”.

In response the submissions in both 2.1 and 2.2 the Council made the following points:

The Community Speed Watch had operated for 5 years and had made a very valuable contribution to speed awareness in Hingham for which the Council are very grateful. A note of thanks was made to the Co-ordinator for his work and dedication to the scheme throughout that time. It was noted that the equipment should be returned to the Police and if a new individual comes forward to become a Co-ordinator and enough volunteers come forward then a new scheme can be established.

The Town Council do and always have agreed that speeding and road safety are both issues that need resolving, there is no disagreement on that point. It was again pointed out that when the Town Council discussed the suggested engineering solutions in the HRSC group report it was agreed that the suggestions weren't feasible, appropriate or achievable. The Clerk advised that she has on 3 occasions asked the new highways engineer for his professional opinion on the HRSC group report and suggested solutions and as yet this opinion has not been given.

It was noted that the submission from the HRSC group is inaccurate of its portrayal of the Town Council. The Councillors had not agreed to meet with the HRSC group privately because they, (Cllrs), were concerned that by doing so, and privately discussing/agreeing solutions to road safety and speeding (to the exclusion of other residents), they (Cllrs) could be considered as having made a predetermined decision outside of a Council meeting and would be biased in their future discussions on this issue. It was therefore agreed by the Council that discussions should be conducted in a public forum (i.e a Council meeting) which was open to all residents to attend and put forward a point of view should they wish to do so.

It was noted that the Clerk has written to the HRSC group on several occasions to explain that the Town Council are unable to implement Highway improvements. Solutions to highways issues must be assessed, agreed and implemented by NCC and no improvements will be secured without engagement by NCC Highways, which has been requested by the Town Council on several occasions. The Clerk advised that engagement with NCC is essential to having a Highways professional opinion as to what would be potentially possible with regards to road safety improvements, to enable the Town Council to formulate a plan and bid for funding.

With reference to the report submitted to the Town Council by Cllr Thompson, it was noted that this report was not commissioned by the Town Council, it was undertaken by Cllr Thompson and presented to the Town Council to represent his personal observations and suggestions regarding the current state of speed limit signage and markings. It is not a Town Council failing, but an NCC one that the current speed road markings and signage are not maintained.

With regards to the point of community engagement, it was queried by Cllrs as to whether the Council do enough. It was noted that the Council meetings are public and free for anyone to attend. It was noted that community engagement will form a large part of the Neighbourhood Plan project and this will be a positive way to put residents in touch with the Town Council. The Clerk advised that engagement was also about managing expectations of residents, for example, the Town Council do not have the power to implement parking restriction, but are reliant on the relevant authorities engaging with the Town Council and agreeing measures that those authorities have the powers to implement, residents expect the Town Council to be able to resolve such issues, when they are unable to do so.

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

There were no declarations of interest regarding items on the agenda.

4. 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 3) Declarations of interests

Cllr Eldridge confirmed he would Chair all agenda items.

5. To consider any applications for co-option on to the Town Council

There were no applications for co-option onto the Council. The Clerk will publish something on the Hingham Community Events Facebook Page.

6. To agree the accuracy of the Minutes of the Town Council meeting of 07 September 2021

The minutes were circulated prior to the meeting. They were agreed as correct and signed by the Chairman.

7. Matters arising from the Minutes of 07 September 2021 (and other updates contained in a written Clerks report circulated prior to the meeting – see Appendix A)

Cllr Eldridge advised that he had received a response from the Diocesan Office regarding the possibility of acquiring Ladies Meadow, the response was not a positive one advising that the land was subject to a long-term agricultural tenancy. It was noted that the land had been put forward through the GNLP call for sites the form stating that the land could be immediately available. The Chairman will write to the Diocesan Office again.

8. Working Party Reports

8.1 Neighbourhood Plan Working Party

The (new) Neighbourhood Plan working party met on 22 September 2021. Cllr Eldridge was elected as Chairperson and the Clerk agreed to be the Secretary (but may ask others to deputise).

The Clerk confirmed that she had made the relevant application to SNC to designate the NP area.

The Working Party discussed how best to take the project forward and agreed the key task was to set up a steering group.

The Working Party will work on a document to be circulated to all businesses and residential addresses in Hingham, giving a brief explanation of what the NP is and calling for volunteers. The document will be co-ordinated by Cllr Sta Ana and the aim is to deliver it at the beginning of November.

The skills of volunteers will need to be analysed to ensure that the steering group is made from people who are able to drive the project forward. Involvement from the town's clubs/organisations will also be sought.

It was noted that throughout the whole process good communication will be key to making the NP a success.

Consultant involvement was discussed, and it was agreed by the working party that a consultant would be needed and should play a significant role in the process to ensure a plan is delivered in a timely manner.

The Clerk will set up a G mail address for the NP project and seek quotes from 3 consultants, based on full project management.

9. Reports from representatives on external bodies/ attendees of external meetings/training

9.1 Education Trust

Cllr Eldridge reported that the trust were due to hold a meeting in October

9.2 Lincoln Hall

Cllr Christien reported that the Lincoln Hall now had a full Committee including a new Chairperson. The hall is now being used for events.

9.3 Police Safer Neighbourhood Team priority setting meeting

Cllr Roberts reported that he had attended the online meeting on 26th September 2021 and that he was the only member of the public to do so. PC Andy Read had confirmed that the usual three monthly statistics up to the 25th September showed a marked decrease in reported crimes, down to 13 from the previous quarterly figure of 26. He had been in attendance checking speeding in Hingham on the previous Friday and found that the vast majority of drivers entering the 30mph limit were within this limit. One case for which a ticket will be issued was recorded at 40mph within the 30 mph limit. He also confirmed that there were still a number of Mick George's wagons going through the Town during the time he was present. Speeding was again set as a Police priority for the area.

Cllr Roberts reported that he had spoken with PC Read about anti-speeding measures and that PC Read was positive about the suggestion that some form of "pre warning" signs should be erected in the 60mh limit warning motorists that they are approaching a 30 mph limit, approaching a 30mph speed limit at twice that speed would require many yards before the vehicle had adequately slowed down to comply with the change in speed limit (to 30mph).

With regards to PC Reads "walkabouts" in Hingham, Cllr Roberts requested that prior notification be given to the Clerk if possible, so that it could be advertised on the local Facebook Pages, to try to get better engagement with the community. PC Read agreed that this was a good idea and advised that he had arranged a walk around with the Clerk at midday on the 8th November. Cllr Roberts was thanked for attending the meeting on behalf of the Town Council.

10. General Correspondence (information/circulars etc)

- 10.1 George Freeman MP - A Vision for the "Norfolk Research Triangle"
The Clerk advised that she had responded to Mr Freeman to request further information as it became available, and to also detail the concerns of the lack of infrastructure considerations for the town within the GNLP. Mr Freeman had sent a standard response that his role as an MP means that he has no direct influence over such matters.
- 10.2 South Norfolk Council - Review of Hackney Carriage and Private Hire Vehicle Policy and Conditions
- 10.3 South Norfolk Council's Gambling Policy Review
- 10.4 Norfolkcalc Wellbeing - Press Release about the pandemic Plaques
- 10.5 Norfolk County Council Briefing - 23rd September 2021
- 10.6 Temporary closures of Hingham Road and Bow Street in the Parish of Great Ellingham - water connection works (STRO5421) - from 11th to 13th October 2021
It was noted that under the terms of the New Roads and Street Works Act the work should have been programmed in during the previous recent road closure.
- 10.7 Temporary closure of Dereham Road in the Parish of Garvestone, Reymerston and Thuxton - carriageway patching and lining works (STRO5506) - between 08:00 and 18:00 from 13th to 14th October 2021
- 10.8 Norfolk Libraries - Information about renewals - "From Monday 1 November, we will stop automatically renewing items borrowed from Norfolk libraries and will be asking you to renew or return your own items again"
- 10.9 Norfolk Police and Crime Commissioner - Your chance to question Norfolk's Chief Constable
The Clerk will submit questions to challenge the Police policy not to enforce the 20mph speed limit and not to permit a Community Speed Watch to operate within a 20mph speed limit.
- 10.10 Consultation on Telecommunications Proposal at grass verge off Dereham Road, Hingham
Concerns were raised regarding the amount of equipment to be installed on the verge as the plan detailed several equipment cabinets. It was queried as to whether the company

had considered the church tower as an alternative site. The Clerk will raise these points with the consultant.

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

- 11.1 Grass verges - upper Hardingham street – concerns raised by a resident that vehicles parking on the verges on Hardingham Street are obscuring the clear view of the road for other motorists and pedestrians trying to cross the road.

The Clerk advised that she had requested Norfolk County Council to address this matter with those vehicle owners, NCC had refused to take action and advised that the matter should be reported to the Police, the Police in turn had advised that they do not attend such matters and that it should be reported to South Norfolk Council (the authority for civil parking enforcement), SNC in turn advised that they only have the powers to enforce where there are marked timed bays and yellow lines. Therefore, no authority is willing to resolve this issue. The Clerk advised the resident to report the matter directly to NCC if the issues continue.

12. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
No further actions required.

13. District Councillor's report

District Cllr Bendle was not present at the meeting.

14. County Councillor's report

County Cllr Dewsbury forwarded a written report prior to the meeting, and reported that NCC are still trying to balance the end of year budget. More adults have needed help and support over the last couple of years. There has been more domestic abuse and more children needing support or coming into care. There has been an increase in the number of children being adopted but also an increase in those needing to go into foster care. More Kinship Fostering is undertaken where relatives take on the care of children but more foster carers are needed especially for teenagers.

Adult Learning successfully applied for a £500,000 grant to use to provide more skill based courses to improve people's employment prospects and support the local economy.

The first week of October was Libraries Week and British Libraries re-launched the Business and Intellectual Property Centres, six of which are based in Norfolk libraries. These centres provide free information and advice to people who are running businesses or are interested in setting one up.

NCC received 64 applications for a grant from the Social Infrastructure Fund, the sum of which totalled in excess of £4,838,000. Unfortunately there is only one million pounds to donate so some organisations will be disappointed. Staff will help direct them to other available funding.

At the last Cabinet meeting it was agreed to launch a Crowdfunding initiative to enable people to help local organisations raise funds for projects. Initially it will be environmentally based and will focus on bulk buying trees and restoring windmills but if successful this could lead the way to helping raise funding for other projects as well. Cabinet also agreed a process by which people can purchase a Highways Licence which will give them permission to lay a suitably protected cable across the public footpath to charge their electric car for those residents who do not have driveways or space in their gardens and have to park on the road. The licence will cost £51.63 for two years. Concerns were raised regarding this scheme as the cables could prove to be a hazard for pedestrians with mobility issues or the visually impaired and the potential liability if a trip/fall accident occurred. Cllr Dewsbury expressed concerns that there are many extensive residential areas where homes have no driveways and residents often have difficulty parking outside their own property, therefore this would also make charging an electric vehicle difficult, the licence only would allow for a "direct" connection across the width of the footway outside the residents' property.

15. Planning Decisions

- 15.1 2021/1779 - New first floor pitched roof side extension above existing flat roofed side extension
17 Norwich Road Hingham NR9 4LS - Approval with Conditions
- 15.2 2021/1746 - Single storey side extensions to replace existing bay and conservatory.
Rowansyde Watton Road Hingham NR9 4NW - Approval with Conditions
- 15.3 2021/1712 - Notification for Prior Approval for a proposed change of use and associated building works of an agricultural building to a dwellinghouse (QA and QB)
Barn At Manson Green Farm Dereham Road Hingham Norfolk - Refused
- 15.4 2021/1638 - T1 Oak, reduce height from 16m to 14m. Reduce spread to even out canopy to leave a minimum 14m spread and 2.75m space between the tree and house T2 Beech, remove branches to enable free path for neighbouring telephone line T3 Pear tree, reduce height from approximately 9m to 7m to previous cut points, reduce overhanging canopy from car park to east to approximately fenceline and remove large limb extending over garage roof T4 Ash tree, crown raise to 4m over road, reduce canopy back from utility lines to give 2m clearance Linden House 1 Mill Corner Hingham NR9 4LG - No objections
- 15.5 2021/1437 - Replacement and re-siting of dilapidating oil tank.
Well House 5 Market Place Hingham NR9 4AF - Approval with Conditions

16 Planning Applications (as notified by SNC for consultation)

- 16.1 2021/2104 - Location: The Folly 2 Folly Lane Hingham Norfolk NR9 4JE
Proposal: Erection of side two storey extension with front dormer and additional front entrance. Application Type: Householder
The Council agreed to recommend that the application be approved.
- 16.2 2021/2072 - Location: 9A The Fields Hingham Norfolk NR9 4JG
Proposal: Proposed single storey side and rear extensions and demolition of dining room and detached garage - Application Type: Householder
The Town Council considered this application and also made reference to the refusal of planning application for a new dwelling in the vicinity on The Fields. Whilst there was no objection to the principle of the alterations and extension to the property, it was agreed to forward the concerns raised regarding the location of the development site in terms of highways constraints. The Fields is narrow and is single width road for the majority of its length with tall hedges and verges aligning the sides of the road. The road is without footpaths, lighting, pedestrian refuges or designated passing places. There are sections of blind bends as well as a dead end at the end of the road with no turning place for vehicles.
Concerns were raised that the infrastructure of the road is insufficient and unsuitable to support this development, being that The Fields is not suitable in highway terms to sustain the heavy traffic/ size of vehicles required for the development of the site. Concerns were raised that an increase in HGVs delivering materials to the site of the proposed development is likely to cause difficulties for existing residents, and pedestrians and cyclists using the road, with potential for the road to become blocked as there is no turning or passing places. Concerns were also raised that an increase in traffic to the site of the proposed development is likely to increase difficulties caused by existing issues with mud and poor drainage.

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

- 17.1 2021/2082 - Pyrus Communis - thin canopy by 15% and raise the crown to give 4-5m clearance, remove deadwood, Salix Caprea - fell to ground level.
18 Dereham Road Hingham NR9 4HH
- 17.2 2021/2065 - Under an exception of the TPO - T1 Oak tree - Remove 1x broken limb hanging just above the phone wire and trim small branches around telephone pole.
81 Admirals Walk Hingham NR9 4JL

17.3 2021/2028 - Willow - Pollard at 7m from ground
17 Market Place Hingham NR9 4AF

(ITEMS 18 - 22 FINANCE)

18. Reminder of the date of the next Finance Committee meeting, proposed date 16 November 2021

Noted, the Clerk advised the Lincoln Hall was booked for the meeting.

19. Proposal to purchase a Town Christmas tree for the Market Place

The Chairman advised that a tree was available from the supplier at Great Hockham for the cost of £100, it was agreed to purchase the tree.

20. Proposal to ask Hingham Primary School to make Christmas Tree decorations, and for the Town Council to purchase and supply relevant materials (from the events fund)

It was agreed to invite the school to ask the children to make decorations for the Christmas Tree and to purchase the relevant materials.

21. Proposal to purchase a remembrance wreath from the Royal British Legion (under S137 LGA 1972)

It was agreed to purchase the wreath to the cost of £40.00.

22. To approve Accounts for Payment (as below)

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

REF	AMOUNT	PAYEE	DETAILS	VAT
104209	£881.49	staff	WAGES (871.53)	
			binbags (9.96)	<i>£1.66</i>
104210	£1,031.86	staff	WAGES	
D/DEBIT	£64.66	NEST	PENSION	
104211	£717.24	HMRC		
104212	£240.00	COZENS (UK) LTD	STREET LIGHT MAINTENANCE	<i>£40.00</i>
104213	£686.70	E-ON	STREET LIGHT ENERGY	<i>£114.45</i>
104214	£425.00	RADII SKATEPARK REPAIRS	SKATEPARK MAINTENANCE	
104215	£10.55	ANGLIAN WATER BUSINESS	CEMETERY	
104216	£62.91	ANGLIAN WATER BUSINESS	TOILETS	
104217	£38.30	EDF ENERGY	TOILETS	<i>£3.25</i>
104218	£40.00	ROYAL BRITISH LEGION	WREATH (S137)	
TOTAL	£4,198.71		TOTAL VAT	<i>£159.36</i>

23. To consider the Town Council employing the services of legal representation/planning consultant in reference to the Greater Norwich Local Plan Public Enquiry

Information regarding Local Plan Public Examination process (which the GNLP will be subject to), was forwarded to all Cllrs prior to the meeting. The Clerk advised that she had spoken to a planning consultant who had also explained the process. It was noted that the public examination is very much led by the appointed planning inspectorate(s), who will read all of the submissions and make enquiries to relevant parties regarding points on which they require further clarification, this will be done prior to any public hearing. It was noted that the public hearing is not a forum for parties to cross examine each other. The Planning consultant had advised that the Town Council submission was very comprehensive and although he did not think all points raised were valid, the pertinent points (should they inspectorate require further clarification) would be best represented by the Council as the originator of those points made, however if more specific technical detail was required the Council could seek consultant assistance for such matters. It was agreed that the cost of employing a consultant to (in general) represent what the Town Council had already submitted,

would not be an appropriate use of funds, however consideration of employing a consultant for a specific technical need could be considered at a later date, if required.

24. Proposal for the Chair and Vice Chair to attend Chairman training course (paid for by the Town Council)

It was agreed that the Chair and Vice Chair should attend an appropriate training course.

25. To receive and discuss responses from Norfolk County Council regarding highway issues and agree any actions

The Highways engineer had responded to the report compiled by Cllr Thompson, to advise that:

- a follow up inspection had been instructed
- the areas of highway hedges affecting visibility of signs have been issued to a contractor with a priority to trim back appropriately within 14 days.
- replacement of signs/road markings etc are currently being quantified and ordered for issue to NCC contractors, due to resource programming and pressures currently experience regards procurement, this will inevitably require longer to undertake but is in hand.

There was no agreement from the engineer to reinstate the road centre line through the Market Place and Fairland as this line was removed as part of a Local Safety/Speed Reduction scheme in 2016, however, the 20 roundel markings, edge lines through the Market Place, give way lines etc will be refreshed.

The Clerk advised that she had reiterated to the Highways Engineer that the removal of the centre line had not appeared to reduce speeding within the 20mph speed limit.

The Highways engineer had not commented on the suggested improvement/additions to the speed marking (as made in the report), the Clerk had sought a specific answer on what additional measures could be implemented, in particular with reference to the approach to the 30mph from the 60mph speed limits on Norwich Road. No reply had been received on this point.

The Clerk also advised that she had on 3 occasions asked for the Highway Engineers professional opinion on the suggested improvements put forward in the report by Hingham Road Safety Campaign group, again this query has remained unanswered, and the Highways Engineer had not replied to the request to meet to discuss these matters further.

Much of the frustration of lack of engagement by NCC Highways was directed at County Cllr Dewsbury, it was also put to County Cllr Dewsbury that Norfolk County Council were failing in their duty of care to ensure that the roads are safe, and are failing to undertake basic maintenance. County Cllr Dewsbury advised that other parish councils had expressed the same frustrations and with NCC officers still working from home it was difficult to get a response from them as they were not physically in the office to talk to. It was suggested that the Clerk put together a list of items for discussion with the Highways Engineer and she would do her best to effect a meeting with him.

26. To receive and discuss any responses received from South Norfolk Council and Norfolk County Council regarding parking issues and agree any actions

The Clerk had, prior to the meeting, forwarded to all Cllrs and email chain with an officer at South Norfolk Council.

Previously SNC had advised that there was to be a parking review in the District, SNC have now advised that this is not taking place. SNC had stated that there was an opportunity (2018) for Parish and Town councils to pay for a parking scheme to be implemented, which could have involved residents permit parking. The Clerk had explained that the permit parking was not agreed by the Town Council due to the cost to residents and the exclusion of parking for businesses, and the quoted contributions that would be required from the Town Council (up to £10,000).

The Clerk advised that she had done further research and queried the issue with Norfolk ALC, as she did not believe that the Town Council had the powers to either provide on street parking schemes or to contribute to schemes that specifically prohibit on street parking. Norfolk ALC confirmed that this was the case. A town/Parish Council can provide on street parking ONLY for motorcycles and

bicycles and off street parking for other vehicles. NCC is the only authority that can implement on road parking restrictions.

Concerns had been made previously that parking was causing an obstruction of the highway, this matter had been brought to the attention of the fire service who advised that parking which obstructed the highway was not an issue they would be involved in.

The Town Council frustration regarding parking matters were addressed to County Cllr Dewsbury and it was again noted that the solution lay with engagement by Highways to work with the Town Council to find a way to resolve the situation. The Clerk had advised that she had seen inventive use of long H markings to prevent parking on junctions in Weybourne and suggested that these should be considered as they weren't subject to Road Traffic Orders. The point was made that the parking situation was causing serious conflict between residents and businesses and an immediate solution was needed to try to remedy the situation, as while suggestions had been made regarding where would provide a suitable location for a car park, if any of these suggestions came to fruition, it would take some time (years).

27. To discuss and agree any actions/responses to the proposals by the Hingham Santa's Grotto Committee as follows:

Sun 7th Nov 11am - 4pm

- 27.1 To place outdoor stalls on the green in front of the bowls club hedge as part of a Craft Fair in the Lincoln Hall
- 27.2 To allow food stalls to operate from the tarmacked area/access drive outside the Lincoln Hall December
- 27.3 To erect the Santa's grotto and cabin on the Fairland on Saturday 4th December and to remove it on Sunday 2nd January.
- 27.4 Request for the use of the electric sockets at the rear of the bus shelter to power the Christmas lights (the cable will be buried and all electrical items will be PAT tested)

Sunday 12th December

- 27.5 To have Santa on the green and further request permission from the council to have a few stalls, face painting, tombola, raffle, Hingham Baby and Toddler group stall, one or two food outlets and possibly a bar selling mulled wine only, and the possibility of a small children's fairground ride and reindeers from Melsop Farm Park
It was agreed to permit the activities as proposed by the Grotto Committee, providing that public liability and risk assessment was in place for all activities/events, and that these documents were provided to the Clerk prior to the events. It was agreed to request that the Grotto committee also have a procedure in place for dealing with complaints and that they must ensure that all litter generated from the activities/events is removed.

28. To received/discuss the report following the skate park maintenance visit

The skate park maintenance visit took place on 17 September 2021. The contractor reported that a small number of rivets were replaced and the boards were all cleaned to remove mildew.

It was reported that there were some fractured panels which are cracked between fixings which are still secure and it was advised to monitor those panels until they actually present a problem that would require replacement.

It was also reported that as well as the cracks in the tarmac joins, the general surface is now very coarse, (which is normal and is a just symptom of ageing). It was noted that some thought should be given to a major refurbishment of the skate park or a new skate park entirely, at some point in the future. The Contractor has offered to meet with the Clerk when he is next in the area, to discuss the issues further.

It was agreed to meet with the contractor to get further advice, and to investigate a major refurbishment of the skate park/new skatepark.

The meeting ended at 9.30pm

Signed.....Chairman 02 November 2022

Clerks report for 05 October 2021

Appendix A

Update

- MIN 10.5 NCC free trees - a pack of 10 trees have been applied for.
- MIN 10.9 Broadland and SNC accommodation review – consultation responded to regarding the need for good public transport links
- MIN 23.7 The Clerk has made the application to SNC to designate the Neighbourhood Area for the Neighbourhood Plan
- MIN 24 NCC highways have sent a response advising the maintenance will be undertaken on existing speed mitigation. As yet no response has been made regarding meeting the highways engineer or implementing further speed mitigation. The highways engineer has also been asked to provide advice/opinion regarding the Hingham Road Safety Campaign group report – response awaited
- MIN 25 Parish Partnership bid for bus shelter renovations to be drafted
- MIN 27 Skate park maintenance visit has been undertaken
- MIN 29 Applications for Assets of Community Value to be finalised

Other Updates/Outstanding Issues

- Parish Archives – collection of the materials to be arranged.
- Parking – Please do not park on the grass signs to be purchased.
- Council training to be arranged – provisional date 26 October
- Standing Orders review to be completed at a future meeting
- Tree Survey – quotations for relevant work to be obtained
- Creation of a wildflower/bee friendly area in the cemetery – plan to be drawn up on how to achieve this. Several suitable areas have been identified, Clerk and Chair have spoken to the Council's Gardener who is happy to put a plan into action
- Trees for planting (Fairland and Market Place permanent Christmas Trees) will be sourced in Jan 2022
- Notice boards for the toilets to be purchased
- Notice Boards - both wooden notice boards are now becoming difficult to open and lock – they become damp and condensated.
- 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 – To be added to a future agenda
- 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
- Church Clock – site visit for quotation to be arranged
- Installation of cycle racks to be arranged
- NCC are undertaking a Cycle parking project, the Clerk has asked if funding is available for the installation of the cycle racks already purchased,
- NCC are working on the cycle parking schemes for the Market Towns and have advised that it may be possible to install the racks the TC already have in storage as part of the scheme
- Street Lighting – the contractor has been asked to undertake the renumbering of the footway lights – this is due to be started
- 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)
- 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.

- 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. Staff/Cllr communication/relationship protocol to be drafted
- 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 brought back to a future Town Council meeting with a review of the cemetery fees and cemetery terms and conditions.
- 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)
- 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 .
- 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 -
- Commemorative Plaque for the Fairland Bus shelter – To be ordered

Crime Figures – latest August 2021

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

on or near:

Church Street - Public Order 1

Drinkwater Close - violence and sexual offences 1