

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 05 JULY 2022. THE MEETING COMMENCED AT 7.30pm.

**Present**

Cllr Eldridge – Chairperson

Cllr Amey – Vice Chair

Cllr Foord, Cllr Overton, Cllr Sta Ana, Cllr Roberts,

Clerk – Ali Doe

There were 3 members of the public present including District Cllr Bendle and County Cllr Dewsbury.

**1. Apologies for absence**

Apologies for absence were received from Cllr Christien, Cllr Dunnett, Cllr Stabler and Cllr Thompson

**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)**

No points were raised from members of the public or Councillors.

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

Cllr Sta Ana and Cllr Eldridge declared an interest in agenda item 17.3

**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**

It was agreed that Cllr Amey would preside over agenda item 17.3.

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

There were no applications for co-option onto the Town Council. The Clerk confirmed that she had sent all the relevant information to the resident who had previously expressed an interest in becoming a Cllr, but had not had any further communication from them.

**6. To agree the accuracy of the Minutes of the Town Council meeting of 07 June 2022**

The Minutes were agreed as correct and signed by the Chairperson.

**7. Matters arising from the Minutes of the Town Council meeting 07 June 2022 (and other updates contained in a written Clerks report circulated prior to the meeting – see appendix A)**

The Clerk responded to a query regarding the applications to register Assets of Community Value. The Clerk advised that she hoped that the work of the Neighbourhood Plan steering group volunteers would help in completing the necessary information required to make the applications (regarding ownership and tenancy).

The Clerk advised that she had received an email from a representative of Lifeways regarding Moon Court, and had been advised that they were undertaking a meeting via Teams with an Officer from South Norfolk Council.

**8. Working Party Reports**

There were no working party reports.

**9. Neighbourhood Plan Steering Group report**

A written update was provided to all Cllrs prior to the meeting, as follows:

### Work since last update

- A full meeting of the steering group did not take place in June – **(minutes of previous meetings will be on the NP website when available – see minutes for further details of points raised/discussions undertaken, further to the points listed below)**
- Some members of the steering group and the consultant have met twice with AECOM regarding the design code work, a site visit by AECOM is planned in the near future (date to be confirmed). Detailed information has been given to AECOM regarding the Greater Norwich Local Plan site allocations for Hingham, including the Hingham Town Council representations, the issues of parking in Hingham centre was also discussed and AECOM are investigating if there is scope for assessments of this under the NP technical assistance package.
- Character Appraisal completed, work to identify potential green spaces and Non-designated Heritage Assets which can be considered for inclusion within the plan has been done, this work has been given to AECOM to help with the design code work.
- The steering group have almost completed discussions and meetings with stakeholders, this includes speaking with charities/groups/organisations.
- A household survey has been delivered to all households and business premises in Hingham, survey is available to complete online, deadline for completion is 15 July 2022.
- Further grant funding of £10,000 has been secured for 2022/23, including the element for design code work.
- Draft Housing Needs Assessment has been received from AECOM, who have requested comments back to them by Mid July.
- A written submission regarding the Neighbourhood Plan has been received from the Hingham Society.
- Placecheck remains available and open for comments:  
<https://placecheck.info/app/maps/hingham>

### Work ahead (over the next month or so)

- Household survey, data from returned surveys to be input onto online form. (Survey return deadline 15 July). (134 surveys returned so far)
- At next meeting the steering group will discuss the results of household and business surveys, call for sites paperwork, update on the Housing Needs Assessment and the Design Code.
- Drafting of policies and writing a draft Hingham Neighbourhood Plan is expected to start in September, Rachel expects that the draft plan may be ready for consultation in the Autumn. The timetable is dependent on if there is a call for sites and then if there is the intention to allocate sites which will extend the timetable.
- Next Steering Group meeting 26 July 2022.

Further to this, the Clerk advised that she would post social media (Facebook) posts regarding the Neighbourhood Plan Household Survey to try to encourage more responses. Cllrs were asked to share these social media posts and include positive comments.

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

Cllr Eldridge advised that he attended a Shaping the Future Together reception at South Norfolk Council. It was reported that South Norfolk Council have an existing fund which accepts grant applications valued between £1000 and £15,000 for community initiatives which require larger amounts of funding. Applications are considered by a Panel, who meet up to twice per year to consider applications.

SNC are also introducing a new scheme called the Community Infrastructure Fund, which makes available £1,500,000 between April 2022 and March 2023, for projects valued at over £15,000.

This can be used to help Parish and Town Councils forward fund infrastructure, prior to receiving

Community Infrastructure Levy payments. In return, the applicants Community Infrastructure Levy receipts will be retained by South Norfolk Council to repay the sum drawn down against the Fund.

Another new fund in South Norfolk which makes available £1,500,000 between September 2022 and September 2023 is being introduced for projects valued at over £250,000.

The fund is designed to support significant community infrastructure projects with match funding, to secure and aid the delivery of infrastructure which is of benefit to a wider community.

These are projects that demonstrate 'excellence' and deliver strategic value to the Town or Parish, whilst also contributing to the wider district.

Cllr Eldridge advised that he spoke to the Leader of the Council regarding Moon Court, and advised that there are approximately 150 Ukrainian refugees in the district, mainly concentrated round the Diss area.

#### 11. General Correspondence (information/circulars etc)

11.1 South Norfolk Council, Re-wilding poster/sign and feedback

11.2 South Norfolk Council, Electric Vehicle Charging Points

11.3 Norfolk ALC Funding for New Electric Vehicle Charging Points

**(11.2 and 11.3 to discussed under agenda item 22)**

11.4 South Norfolk Council, South Norfolk's Queen's Treasure Trail

11.5 Norfolk County Council, Jubilee Trees for Norfolk - 40,000 cut price trees up for grabs in Norfolk

11.6 MP George Freeman, A Stronger Voice for the Towns and Villages of the "Norfolk Research Triangle" - Next Meeting - Tuesday 19th July.

It was noted that Cllr Christien had advised that she would attend.

11.7 South Norfolk Council, Broadland and South Norfolk Town & Parish Council Forum, Wednesday 21st September 2022

Cllr Robersts advised that he would attend.

11.8 South Norfolk Council, Dog Fouling in Hingham

11.9 Norfolk ALC, Support with living costs for Norfolk residents

11.10 Norfolk County Council, Cllr Martin Wilby - Norwich Western Link project update

#### 12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

12.1 Resident, Car Parking around The Market Place

There was a general discussion regarding the continued issues with car parking in Hingham. It was noted that cars are illegally parked a majority of the time in Hingham, blocking the carriage ways and pavements, however the Police are uninterested advising that they only attend where there is immediate danger. Concerns were raised that there is frequent and persistent instances of Hingham being used as a Park and Ride location for people catching the bus.

It was also noted that some drivers have no regard to where they park and regularly block the road to the north of the Market Place, where the Lime trees are.

Councillors, if approached by residents regarding the parking situation, are to advise that the Town Council continue to pursue the issue of measures to reduce parking congestion with Norfolk County Council.

12.2 Tree Stump on Fairland Junction and praise for Handyman

12.3 Request to undertake a fitness demonstration on the Fairland

The Clerk advised that a risk assessment and public liability insurance details had been provided. The Council agreed to permit the request to undertake a fitness demonstration.

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

#### 14. District Councillor's report

District Councillor Bendle advised that she had been offered a walkabout Hingham with the new police Beat Officer (disappointment was expressed by Cllrs that this offer had not been extended to members of the Town Council).

Cllr Bendle had prepared a report regarding dog fouling and offered the information as below, following questions raised at the previous Town Council meeting:

“How many dog fouling officers do South Norfolk currently have?” South Norfolk do not have specific officers for dog fouling offences. The new structure has two Senior Protection Officers, two Community Protection Officers, and Two Early Intervention and Antisocial Behaviour officers. These officers are deployed throughout the district to investigate any Community Protection issues, including incidences of fly tipping, flooding, Pest control, abandoned vehicles, environmental quality, noise, smell, and light issues as well as dog issues.

“How often do dog fouling officers patrol Hingham?” South Norfolk officers patrol and investigate issues of dog fouling when they are reported. The recent reporting of an issue in Folly Lane and the footpath leading from it will be investigated. One of the Early Intervention and Antisocial behaviour Officers has already visited the site and did not identify any significant issues. The officer will be returning and patrolling the area again.

3. “How many prosecutions for dog fouling have South Norfolk made?” South Norfolk investigates all dog fouling complaints received but have not carried out any recent prosecutions. The normal approach is to give advice and guidance to dog walkers and where there is sufficient evidence consider serving a “fixed penalty notices for failure to remove dog faeces or littering offences”.

“Do South Norfolk clear up reported dog mess as stated on our website?”. South Norfolk’s cleansing duties only extends to relevant land. This includes South Norfolk council owned land, and the adopted highway together with attached footways. The duties do not extend to unadopted highways private land and public footpaths. The Environmental Protection Manager is liaising with colleagues in the Environmental Protection team in terms of the clarity of wording on the SNC website.

Cllr Bendle also advised that an Environmental Protection Officer from SNC has offered to attend the September Town Council meeting.

There has been lots of changes to SNC teams, including a new team to investigate environmental issues, including issues which cause flooding (ditches being filled in, land owners not undertaking their riparian duties).

It was reported that building regulations are changing to include more eco friendly measures to be included in house building. Cllr Bendle advised that eco-friendly house designs may not be popular as they may not look nice, suggesting that traditional style and Eco friendly do not go together.

Cllr Bendle reported that the Hingham Playing Field Association had been awarded a grant from the South Norfolk Council CAF fund for £15,000 for improvements to the sports centre building, including improving the water and heating systems and upgrading the home changing rooms, it is hoped that a further grant of £17,000 will be awarded for improvements to the away changing rooms. £12,000 had been previously awarded for improvements to the toilet facilities and this had increased bookings for the sports hall. The hard work of the HPFA committee was noted.

SNC and Broadland Councils hope to move into a new building in Autumn.

The Town Council thanked Cllr Bendle for her report on the issues surrounding Dog Fouling.

### 15. County Councillor's report

County Cllr Dewsbury reported that the Norfolk Social Infrastructure Fund will be increased to £1million. This will be made up of £225,000 for the Nourish Norfolk Foodbanks, £550,000 for larger projects (£50,000 - £250,000) and £225,000 for smaller projects (£5000 - £50,000). Grants can be applied for, for capital projects that support the NCC's Better Together, for Norfolk strategy (for example enhancements to buildings to make them more accessible and able to be a meeting place for more groups of people).

County Cllr Dewsbury advised that the Parish Partnership Scheme is opening for funding bids (for 2023/24 funding for small highways projects).

### 16. Planning Decisions

16.1 2022/0960: T1 - Ornamental Cherry, reduce height to 4m from 6m in height and reduce canopy spread to 4m from 6m. T2 - Cooking Apple tree, reduce height to 4m from 6m in height and reduce canopy spread to 4m from 5m. T3 - Ornamental Cherry, remove all dead wood.

26 Admirals Walk Hingham Norfolk NR9 4JL - Approval with Conditions

16.2 2022/0916: Remove and replace twelve windows and one door to front, rear and side elevations

The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN- Approval with Conditions

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

17.1 2022/1048: The Coach House Chapel Street Hingham Norfolk NR9 4JH  
Proposal: Replace all existing windows, porch and patio doors with powder coated heritage windows in cream finish.  
The Council agreed to recommend that the application be approved.

17.2 2022/1217: 7 Drinkwater Close Hingham Norfolk NR9 4LU  
Proposal: Demolition of existing garage. Erection of flat roof side extension  
The Council agreed to recommend that the application be approved.

17.3 2022/1225: 8 Pitts Square Hingham Norfolk NR9 4LD  
Proposal: Two storey side extension, single storey rear extension, and new entrance porch  
Cllr Sta Ana left the room for this agenda item. Cllr Amey Chaired the meeting for this agenda item (due to Cllr Eldridge declaring a non-pecuniary interest.).  
Th Council agreed to recommend that the application be approved.

### 18. Information regarding other planning applications where the Town Council is not a consultee, (for information only)

None

## Item 19 to 20 Finance

19. Reminder of the date of the next meeting of the Finance Committee, scheduled 19 July 2022 (Lincoln Hall 7.30pm)  
Noted

## 20. To approve the Accounts for Payment (as listed below)

The accounts for payment were approved and the cheques signed.

REF	PAYEE	DETAILS	AMOUNT	VAT	VAT
302	STAFF	WAGES	£886.34		
			£9.96	VAT	£1.66
		TOTAL	£896.30		
303	STAFF	WAGES	£1,067.35		
		TOILET ROLL	£31.00		
		TOTAL	£1,098.35		
D	NEST	PENSION	£65.75		
304	HMRC	TAX/NI	£1,017.72		
305	INFORMATION COMMISSIONERS OFFICE	REGISTRATION	£40.00		
306	HINGHAM PLAYING FIELD ASSOCIATION	JUBILEE GRANT FROM SNC	£300.00		
		JUBILEEE DONATION FORM TOWN COUNCIL	£300.00		
		TOTAL	£600.00		
307	HINGHAM SHORT MAT BOWLS CLUB		£732.00		
308	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE	£240.00	VAT	£40.00
309	ANGLIAN WATER BUSINESS	CEMETERY STANDPIPE	£12.14		
310	ANGLIAN WATER BUSINESS	TOILETS	£69.92		
311	EUROFFICE	PAPER/TOILET PRODUCTS	£181.68	VAT	£30.29
312	R LEGGETT NP CONSULTANT	FEES AND MILAGE	£1,030.95		
		REIMBURSEMENT PRINTING	£12.60	VAT	£2.10
		TOTAL	£1,043.55		
313	COMPASS POINT NP CONSULTANT	FEES	£135.00		
314	PLAYSAFETY	ROSPA REPORT SKATEPARK	£84.00	VAT	£14.00
315	EDF	ELECTRICITY AT TOILETS	£193.08	VAT	£11.58
			<b>TOTAL FOR ALL PAYMENTS(TO DATE)</b>		<b>£6,409.49</b>
			TOTAL VAT		£99.63

**21. Proposal to obtain quotations for improving/upgrading the footway lighting on Norwich Road and Watton Road**

The Clerk explained that all of the lantern casings on Norwich Road were in a poor state (having holes in them), and that residents have previously commented on the poor street lighting on Norwich Road. It was noted that the Council had previously discussed the need for street light improvements including potentially replacing all street lighting with LED's for energy efficiency. It was also noted that wildlife groups have raised concerns regarding the use of LED lighting and it's impact on the insect population. It was agreed to obtain quotations for replacement lighting on Norwich Road and Watton Road, to include options for LED lighting, for lighting to be shielded to as not to be intrusive into residential properties, and include options for a softer lighting (off white).

**22. To discuss information/projects (details as received from Norfolk County Council, South Norfolk Council and NALC) regarding Electric Vehicle Charging Points and agree any actions**

Norfolk County Council and South Norfolk Council had sent information to Town and Parish Councils regarding several projects looking at ways that electric vehicle charging points can be installed in parishes on public land, for public use. The Clerk confirmed that she had raised several queries and concerns with both NCC and SNC regarding the information that they had sent, especially in relation to Town and Parish Councils may not have the relevant legal powers to provide electric charging points or set tariffs and charge for electricity (NCC had suggested that parish councils could operate EV charging points and set the tariff to result in a profit which could be used for other purposes, the Clerk has queried the legality of this). The Clerk had also raised the concern that NCC and SNC are looking at this issue independently of each other and the various projects they are proposing would not result in a network of charging points which would give consistency for the users (especially for visitors to the County). Both NCC and SNC are seeking public land for the installation of EV charging points, with SNC proposing to set tariffs and maintain the equipment, whereas NCC are proposing that parish and town councils take on whole liability for EV charging points installed under the NCC scheme, (including the setting of tariffs, maintenance and insurance).

The Clerk raised the point that to date, means of powering personal "motor" vehicle use (petrol, Diesel, LPG) has been provided via private companies, for example, parish councils have not been encouraged to provide petrol stations, and it is questionable as to whether the burden of provision of EV charging points should be pushed on to Town and Parish Councils, furthermore, Hingham has an industrial area which may be better placed for EV charging point infrastructure to be provided by the private sector.

The Town Council discussed the details of the proposals and many concerns were raised. It was noted that Parish and Town Councils do not have an automatic legal power to provide electric vehicle charging points or to supply or charge for electricity, it was also noted that areas identified for potential installation of EV charging points were either not on public land or only had an electricity supply that would allow for a slow speed charging point. Concerns were raised that the proposed NCC and SNC projects would not provide a cohesive network of charging points and did not demonstrate robust planning for the future. It was also raised that although electric vehicles themselves would reduce emissions on the road network, the electricity used to charge the vehicles cannot be guaranteed as coming from renewable source electricity, concerns were raised that the production of electric vehicles is not environmentally friendly, with the minerals used for the batteries causing environmental issues where they are mined and the batteries themselves being extremely difficult to extinguish should they catch fire.

The Council agreed that, although the SNC project appeared to be more favourable, the Town Council should not be involved at this time with any of the proposals as they do not appear to be adequately realistic, suitable or sustainable.

**23. To receive the invitation from Norfolk County Council for Parish Partnership bid for funding 2023/24 and discuss project ideas**

The invitation letter from Norfolk County Council was forwarded to all Cllrs prior to the meeting, and included details of what type of projects would and would not qualify for consideration of funding, anything requiring a Road Traffic Order (e.g changes to speed limits and waiting restrictions) would not qualify, applications cannot be made for installation of controlled crossing points.

It was noted that previously the Council had discussed installation of roadside 'Village Gates' and had been advised by the then Highways engineer that there was insufficient room in some locations where they would ordinarily need to be installed (where the speed limit changes), it was commented on that the gates quickly deteriorate in appearance and become dirty and subject to algae growth, responsibility for cleaning them would fall to the parish council.

It was suggested that a bid could be made for improved signage/warning of the speed limit on the Norwich Road approach to Hingham and that the entrance signs for Hingham could include some "branding" for Hingham.

Cllrs agreed to bring forward suggestions to the September meeting for discussion.

It was also noted that the closing date for applications is 09 December 2022.

**24. Receive and discuss the RoSPA skate park report (if received from Playsafety) and agree any actions**

A copy of the skate park inspection was forwarded to all Cllrs prior to the meeting. In addition to the deterioration issues with the skate park tarmac surface, the report identified some remedial work required to the equipment (e.g missing rivets and replacement boards).

The Clerk advised that she had spoken to a second skate park installation/maintenance company who had given advice regarding the resurfacing of the skate park that was conflicting to the advice previously given by another company, (one advising to remove the equipment to resurface and one advising to resurface while equipment is in situ).

As the current surface had been installed prior to the installation of the equipment, and had been in use for many years, it was suggested that the surface would be best re laid without the equipment in situ, however noting that this leaves the added issues of safe removal and storage of the skate park equipment.

The Clerk advised that neither skate park company were willing/able to quote for resurfacing of the area and they had suggested engaging with a local surfacing company to undertake this.

The meeting ended at 8.50pm



## Matters arising from the minutes of the Town Council Meeting of 07 June 2022

- MIN 21 and 22: Annual Governance and Accountability 2021/22 all information has been submitted to the external auditor and the relevant notice of elector's rights is on display in the Market Place notice board and on the website.
- MIN 23: Utility Aid have set up a new contract for street light energy supply post April 2023, when the current agreement expires. A new (working) meter has now been installed in the toilets so a new energy deal can be investigated for the facility.
- MIN 29: Recommendations from the internal auditor report to be actioned as agreed by the Council.
- MIN 30: Fairland Oak Tree stumps, advice has been sought regarding hollowing the stumps out, a suggestion has been made that a stump grinder will be required (cost approximately £500-600 per stump).
- MIN 31: The tree survey has been requested.
- MIN 32: Moon Court, a representative from Lifeways has advised that NCC have expressed an interest in longer term use of the facility, SNC have contacted Lifeways regarding use of the facility and a site meeting is proposed between Lifeways, SNC and Hingham Town Council, date to be arranged.

### Other Updates/Outstanding Issues

- Market Place Bus Shelter renovations, the contractor has taken wood samples and is sourcing wood for cladding and materials for windows.
- Norfolk County Council have been advised of the preferred (revised) locations for the cycle racks on the Fairland, no further contact from NCC regarding this.
- Members of the Town Council have met with officers from Norfolk County Council to discuss issues regarding the Fairland Cross roads and various parking, road and pedestrian safety issues in the Market Place and Fairland, no further contact from NCC regarding this.
- The town clock was assessed on 07 April 2022, further companies have been contacted for advice/quotations.
- Report on poor state of directional road signs, to be forwarded to NCC.
- Skate Park is now temporarily closed, notices are on display and the gates are locked. A skate park company has advised that the equipment should be removed in order for a new surface to be installed (previous advice was to leave the equipment in situ), the RoSPA inspection has been received and repairs are needed to some of the equipment.
- The pack of free trees have been received, planting required (winter)
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Parish Archives, the collection of the materials to be arranged.
- Parking, Please do not park on the grass signs received, they require suitable stakes.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) to be sourced.
- Notice boards for the toilets to be purchased.
- Both wooden notice boards (Market Place and Fairland) 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.
- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been 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 policy 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.
- The Clerk has been working on an overall Cemetery Fees Policy containing 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 (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered

Report prepared 04 July 2022 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures – latest April 2022

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

Lincoln Avenue: Violent and sexual offences 3, Vehicle crime 1

Norwich Street: Violent and sexual offences 1

Hardingham Street: Antisocial behaviour 1

Baxter Road: Violent and sexual offences 1

The Dell: Criminal damage and arson 1