

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 01 NOVEMBER 2022. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Eldridge, Chairperson
Cllr Amey, Vice Chair
Cllr Christien, Cllr Roberts, Cllr Thompson
Clerk – Alison Doe

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

1. **Apologies for absence**
Apologies for absence were received from Cllr Dunnett, Cllr Foord, Cllr Overton and Cllr Sta Ana. The Clerk and Chairperson confirmed that they had had no further contact from Cllr Stabler.
2. **Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)**
No points were raised
3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
There were no declarations of interest made.
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.
6. **To agree the accuracy of the Minutes of the Town Council meeting of 04 October 2022**
The minutes were agreed as correct and signed by the Chairperson.
7. **Matters arising from the Minutes of the Town Council meeting 04 October 2022 (and other updates contained in a written Clerks report circulated prior to the meeting – See Appendix A)**
A query was raised regarding the failed light to the rear of the Market Place (on no. 8 Market Place) at the end of Talley Alley. The Clerk confirmed that this has previously been investigated and there is no electricity supply to the light. The electricity cabling and supply box equipment is underneath render on the property, therefore cannot be accessed. As there is insufficient public highway to install a replacement light at the end of Talley Alley and placing lights on private residential properties is not good practice, there is no scope for the light to be replaced.
8. **Working Party Reports**
There were no working party reports.
9. **Neighbourhood Plan Steering Group report**
A written report was forwarded to all Cllrs prior to the meeting – as follows:

Work since last update

- A meeting of the steering group took place on 25 October 2022 (**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**)
- List of Local Green Spaces and Non-designated Heritage Assets to be finalised and included in the draft plan.
- The steering group have started to draft the policies to be included in the Neighbourhood Plan.
- AECOM are continuing work on the design code, feedback was given by the steering group on the “Contents” page, AECOM have revised the contents page and have confirmed a draft design code should be available to the steering group mid November. The AECOM study on car parking issues is being undertaken, the officer has been liaising with Norfolk County Council officers who are currently tasked with the feasibility study. A workshop for the steering group and town councillors is planned for 08 November.
- Call for sites has concluded and produced 4 submissions, these have been submitted to AECOM for independent assessment. When the independent assessments have been completed the sites will be discussed by the steering group.
- Placecheck remains available and open for comments:
<https://placecheck.info/app/maps/hingham>

Work ahead (over the next month or so)

- Workshop for Neighbourhood Plan group and Town Councillors, regarding the parking study, scheduled for 08 November.
- Mid (18th) November - AECOM to send through first draft of the Design Code. Steering group will discuss this and feedback to AECOM after the next steering group meeting.
- Steering group to continue to work with the consultant to draft the policies for the Hingham Neighbourhood Plan.
- Next Steering Group meeting 29 November 2022.

County Cllr Dewsbury advised that a draft of the feasibility study commissioned by the Town Council (now to include parking) should be available in the new year and this may fit in with applying for a project to be undertaken via the road safety community fund devised by County Cllr Martin Wilby although the parish may be required to contribute to projects. The Clerk advised that there is a concern that Norfolk County Council are expecting Town and Parish Councils to make a contribution to works when the Parish/Town Council may not have a legal power to make that expenditure.

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

- 10.1 Cllr Christien advised that she was not able to attend the Lincoln Hall Committee AGM
- 10.2 Cllr Roberts reported that he had attended the Town and Parish Forum hosted by SNC. The meeting covered subjects including Pride in Place, Investment Zones, Community Connectors, Warm Spaces, Green Infrastructure and Electoral Reforms (regarding Postal Votes), although no topic was covered in great detail. The SNC office move was discussed and there was a brief update on Nutrient Neutrality to explain that there were some differences between the calculator set up by the council and Natural England to calculate the levels, therefore as yet the issues remain unresolved. Norfolk County Council and Anglian Water are setting up a joint venture to try to help.
- 10.3 Cllr Roberts advise that the Hingham Playing Field Association/sports and social club had asked if a notice board for community use could be installed in the town centre.

11. General Correspondence (information/circulars etc)

- 11.1 South Norfolk Council, website and email domain change
- 11.2 South Norfolk Council, Warm Spaces Grant

- 11.3 South Norfolk Council, Bin Collections South Norfolk app
 - 11.4 Norfolk County Council, Temporary Closure of C162 Bond Street in the Town of Hingham because of NCC Footway Scheme (REF NO. STRO6944)
SUBSEQUENT REVOCATION OF THE ROAD CLOSURE
 - 11.5 Norfolk County Council, Temporary Closure of Low Road in the Town of Hingham because of NCC barrier repairs (REF NO. STRO7316).
 - 11.6 Norfolk County Council, temporary road closure B1108 in the Town of Hingham owing to new water connection works - STRO7307
 - 11.7 Norfolk County Council, Advice for bird keepers in Norfolk amid avian influenza (Bird Flu) outbreaks
 - 11.8 Apollo Events, Hingham 1940's weekend
 - 11.9 Greater Norwich Local Plan communications (to be discussed at agenda item 20)
 - 11.10 Norfolk ALC Wellbeing Newsletter - October 2022
 - 11.11 Norfolk ALC Newsletter - 21st October 2022
12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
- 12.1 Hingham Resident, Bonfires and nuisance smoke
 - 12.2 Hingham Resident, Parking
13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
The Clerk to forward details of the warm spaces grant to the Copper Lane church.
14. District Councillor's report
- District Cllr Bendle reported that South Norfolk Council are granting planning permissions for developments, but for those within the Nutrient Neutrality catchment area, dwellings cannot be built until the Nutrient Neutrality mitigation is resolved. This is having a knock-on effect on the number of affordable homes currently being built, (new developments with over 10 dwellings have a percentage of affordable housing within them, and if those developments cannot be built then the affordable housing within them is not being built). There is a concern that there may be a shortage of social/affordable housing available to accommodate Ukrainian refugees as their 6 months' stay within families comes to an end. SNC are trying to increase the amount of temporary accommodation available to try to help.
- South Norfolk Council are still doing food parcels and trying to make more help resources available through the Community Connectors and Help Hub.
- South Norfolk House in Long Stratton is now closed and staff have temporary working arrangements until the new office is ready. Solar panels are being installed at leisure centres to reduce their energy costs.
- Concerns were raised by the Town Council that Moon Court still stands empty and there has been no updates on any progress on bringing the facility into some kind of use.
- District Cllr Bendle advised that an officer at South Norfolk Council has been in conversation with the companies involved in Moon Court and that a change of use would be required through the planning system to bring the facility into more general use (rather than the specific use that planning permission was granted for). The Town Council advised that Lifeways had been keen to pursue a change of use with the owners if there could be an agreement with a local authority for the use of the facility.

15. County Councillor's report

County Cllr Dewsbury forwarded a written report prior to the meeting and reported the following:
NCC budget

Norfolk county Council will set a new budget on 21st February 2023. As usual the Council is consulting local residents as part of the process and this will include consulting on changes to services to help reduce costs. The consultation will run until 16th December.

Help and support

Having received another £6.7million from the Government's Household Support Fund the council has added a further £1.2 million to ensure there is sufficient funding for the continuation of the 15 food hubs which have already supported over 12,000 people.

The Council is also providing Norfolk Community Foundation with £220,000 to provide grants of up to £2,000 towards the cost of running or setting up a Community 'Hot Spot' to provide a warm area for local people impacted by the cost of living crisis. The Cost of Living Support has already helped over 128,000 households. People can see which support they are eligible for and apply for help on line at: www.norfolk.gov.uk/nas

Libraries

Libraries are running a variety of services and activities including providing a 'Warm Hub' to sit and socialise, including hot drinks, and giving out Health Bags containing toiletries and Warm Bags containing a hot water bottle, scarf, gloves etc. for those who cannot afford them.

A Community Post Office has been opened in Hethersett Library and is being run by Hethersett Hearts CIC (Community Interest Company).

Training for small businesses

Pathways Training Fund is offering grants and support for small and medium sized businesses via the SPARC (Skills, Progression, Adaptability, Resilience and Co-ordination)

Trading Standards

Trading Standards has been very busy dealing with Avian Flu. There are now about 50 sites (increasing all the time) in Norfolk. This is the largest amount in the country. Last year Lincolnshire had the largest number with just 12 sites. Some of their staff, plus staff from Suffolk Trading Standards have come to assist NCC staff with delivering leaflets and door knocking. Staff from other NCC services have also assisted.

Anyone keeping 50 or more birds is legally required to register, people with fewer birds can voluntarily register, then they are kept informed of the latest information and advised on what actions to take to reduce the risk to their birds.

Queen's Green Canopy

Many visitors attended the Apple Day celebrations at Gressenhall Farm and Workhouse Museum where they also had the opportunity to see the new Environmental Hub and the site growing 'One Million Trees for Norfolk' to support the Queen's Green Canopy project and the aim to reduce carbon emissions over the next few years.

The trees are available to individuals, Parish Councils, community groups and landowners and information on the costs and grants available can be found on www.norfolk.gov.uk/jubileetrees There are various packs of small or large trees as well as wildlife or orchard trees to choose from.

16. Planning Decisions

- 16.1 2022/1449 - T1 - Lime tree - Crown reduction, reduce height to approx 6m (20ft) and spread to approx 6m (20ft) to allow more light into garden
31 Rectory Gardens Hingham Norfolk NR9 4RG. Approval with Conditions

- 16.2 2022/1317 - Change of use of the existing cabin and site used as a dog-care business to a forest school setting
Dogtales Daycare Attleborough Road Hingham Norfolk NR9 4NQ.
Approval with Conditions
- 16.3 2022/1225 - Two storey side extension, single storey rear extension, and new entrance porch
8 Pitts Square Hingham Norfolk NR9 4LD. Approval with Conditions
- 17. Planning Applications (as notified by SNC for consultation)**
- 17.1 2022/1982 Alterations to garage to form studio bedroom
18 Bond Street Hingham Norfolk NR9 4HA
The Council agreed to recommend approval.
- 17.2 2022/1922 Variation of condition 2 of 2021/1862 -To allow the erection of 3 garages to plots 2, 3 and 5 and minor elevation changes to Plots 2 and 3.
Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk
The Council agreed to recommend approval.
- 17.3 2022/2011 Removal/variation of condition 7 of planning permission 1998/1617 - To remove travelling showman/sole applicant occupation restriction of mobile home.
Mobile Home The Railway Gate, Attleborough Road Hingham Norfolk NR9 4NQ
The Council agreed to recommend approval
- 18. Information regarding other planning applications** where the Town Council is not a consultee, (for information only)
- 18.1 2022/1988 Pollard of Lime tree at approx. 6m at the primary unions
Church Of St Andrew Attleborough Road Hingham Norfolk
- 18.2 2022/1864 Turn the front garden into a driveway with hardcore and shingle with new dropped kerb
35 Norwich Road Hingham Norfolk NR9 4LS
- 18.3 2022/1992 T4 - Cherry tree - reduce limb over road by 1-1.5m to leave approx 5-6m
The Green The Fairland Hingham Norfolk
- 19. To discuss the failed lighting on the churchyard pathway, including proposal to replace the lanterns as recommended by the lighting contractor, and agree any actions**
The street lighting maintenance contractor had advised that water ingress in to the lanterns was causing them to fail and trip the supply switch in the church tower, unfortunately attempts to seal the lanterns was not successful. The contractor ad provided a quotation to replace the lanterns with new lanterns with LED lighting which would reduce energy costs. It was agreed to ask the contractor to undertake the work as soon as possible due to safety concern as the pathway to the church is very dark when unlit.
- 20. To receive updates on the Greater Norwich Local Plan including delays to the Greater Norwich Local Plan timetable, and to include issues regarding nutrient neutrality**
Documents published on the Greater Norwich Local Plan website now show a revised timetable with the expected date of adoption of the plan being in 2024, following hearing sessions on the housing trajectory and nutrient neutrality issues to be held in Spring 2023, and hearing relating to Gypsy and Traveller sites to be held in summer 2023.

21. To discuss and review the grass cutting arrangements for the Hingham Playing Field Association
It was agreed that Hingham Town Council should continue to pay for the cutting of the sports field and Welcomme Space grass as part of the Hingham Town Council grass cutting contract.
22. To consider renewing the grass cutting contract with the current contractor for a further 2year period (from April 2023)
It was agreed that the current contractor was doing a good job and that an extension of the contract for a further 2 years should be negotiated. It was noted that the original quotation provided for 2023/24 and 2024/25 would most likely need to be amended by the contractor due to the rising costs of fuel. It was agreed that the contract could be re-negotiated within a 10 % increase of the original quote as this would be a better outcome than putting the contract back out to tender.

FINANCE

23. Reminder of the date of the next Finance Committee meeting, proposed date 15 November 2022
Noted, the Clerk confirmed that the meeting would be held in the Lincoln Hall.
24. To receive the notification from South Norfolk Council of Community Infrastructure Levy money due to Hingham Town Council
Notification had been received that there was £3,716.90 of CIL money due to be paid to Hingham Town Council resulting from 2 separate development sites/planning applications.
The Clerk advised that expenditure of CIL money was restricted to “community infrastructure” projects. It was requested that CIL money be an agenda item for the Finance Committee meeting.
25. Proposal to make the annual donation to Norfolk Citizens Advice, of £600
It was agreed to make the donation of £600 to Norfolk Citizens Advice, recognising that the service was free to any resident who needed to access help and advice and this would include residents of Hingham.
26. To agree and approve the accounts for payment (as below)
The accounts for payment was approved and the cheques were signed.

| PAYEE | DETAILS | | AMOUNT | | VAT |
|---------------------|------------------------------|-----------|-----------|-----|---------|
| STAFF | WAGES | £901.75 | | | |
| | CLEANING PRODUCTS | £11.40 | | VAT | £1.66 |
| | TOTAL | | £913.15 | | |
| STAFF | WAGES | | £1,097.17 | | |
| NEST | PENSION | | £65.75 | | |
| JS | CLEANING COVER | | £81.68 | | |
| COZENS (UK) LIMITED | STREET LIGHT MAINTENANCE | £240.00 | | VAT | £40.00 |
| COZENS (UK) LIMITED | REPAIRS TO BUS SHELTER LIGHT | £114.00 | | VAT | £19.00 |
| COZENS (UK) LIMITED | REPAIRS TO HARDINGHAM RD | £474.00 | | VAT | £79.00 |
| COZENS (UK) LIMITED | REPLACEMENT DEREHAM RD | £1,914.00 | | VAT | £319.00 |
| | TOTAL | | £2,742.00 | | |
| NPOWER | STREET LIGHTING ELECTRIC | | £550.52 | VAT | £91.75 |

| | | | | | |
|---------------------------|------------------|---|------------------|-----|--------|
| V THIRKETTLE | CHRISTMAS TREE | | £120.00 | | |
| COMMUNITY HEARTBEAT TRUST | DEFIB ELECTRODES | | £51.60 | VAT | £8.60 |
| NORFOLK COPIERS LTD | PRINTER RENTAL | | £74.41 | | £12.40 |
| | | TOTAL FOR ALL PAYMENTS (TO DATE) | £5,696.28 | | |
| | | TOTAL VAT | £571.41 | | |

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

The following agenda items are commercially sensitive, the following agenda items are therefore confidential

It was agreed to ask the public to leave, the public left the meeting.

28. (If sufficient number of quotations have been received) To consider quotations for works to the Town Clock and agree any actions

29. (If sufficient number of quotations have been received) To consider quotations for the resurfacing of the skate park and agree any actions

The Clerk advised that insufficient quotations had been received to allow agenda items 28 and 29 to be considered. These agenda items would therefore be carried over to the next meeting.

The meeting ended at 8.50 pm

Signed Chairperson

APPENDIX A – MATTERS ARISING/CLERK'S REPORT

Matters arising from the minutes of the Town Council Meeting of 04 October 2022

- MIN 19: The resident who has proposed to plant a Oak tree on the Market Place green has been asked if an alternative smaller native species can be sourced and planted
- MIN 24: A Christmas tree has been selected
- MIN 25: The Head teacher of the primary school has been asked if the children can make Christmas tree decorations

Other Updates/Outstanding Issues

- BOND STREET ROAD CLOSURE FOR FOOTWAY WORKS HAS BEEN REVOKED BY NORFOLK COUNTY COUNCIL.
- Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted, a collection of photographs needed.
- Tree work required as a result of the tree survey, quotation request document sent to contractors relevant applications to South Norfolk Council have been made.
- Quotations seeking letter being for improving/upgrading the footway lighting on Norwich Road and Watton Road ready to send.
- Market Place Bus Shelter renovations, the contractor has taken wood samples and is sourcing wood for cladding and materials for windows, now quoting November for work to be undertaken
- 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).
- Feasibility study for Fairland Cross roads and various parking, road and pedestrian safety issues in the Market Place and Fairland – survey equipment has been in place in the Market Place, it is assumed this is to facilitate the study although no formal notification has been received from Norfolk County Council.
Correspondence between NCC and AECOM (in reference to parking), stated that “hopefully” there will be a draft issues in the new year
- The town clock awaiting 2nd and 3rd quotation following assessments of the clock.
- Report on poor state of directional road signs, to be forwarded to NCC.
- Skate Park - 4 companies have been asked to quote for the resurfacing, one already has declined, 2 have quoted.
- SNC and lifeways are now in correspondence regarding the Moon Court facility, there has been no further updates regarding this.
- 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 to be put in situ
- Trees for planting (Fairland and Market Place permanent Christmas Trees) have been sourced, they are small so will need protecting when planted.
- 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 31 October 2022 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest August 2022

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

on or near:

Fleeters Hill: Violent and sexual offences 1

Lincoln Close: Violent and sexual offences 4, Other theft 1

Hardingham Street: Anti social behaviour 1

Granary Way: Criminal damage and arson 1

The Fields: Violent and sexual offences 1

Chapel Street: Violent and sexual offences 1