

YOU ARE INVITED TO A MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 07 FEBRUARY 2023. THE MEETING WILL COMMENCE AT 7.30pm.

Members of the public and press are welcome to attend, the doors will open from 7.20 pm.

## AGENDA

1. Apologies for absence
2. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)  
**The public will be invited to give their views and questions to the Town Council on items on the agenda or raise issues including those for the consideration of inclusion at future meetings.**  
(Matters that are confidential or commercially sensitive may not be addressed in public, this includes personnel matters)  
If an item is not on the agenda no decision can be made at this meeting. Public Participation will be generally limited to 15 minutes duration
3. Declarations of interests with regard to items on the agenda and to consider requests for dispensations
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
5. To consider any applications for co-option on to the Town Council
6. To agree the accuracy of the Minutes of the Town Council meeting of 03 January 2023
7. Matters arising from the Minutes of the Town Council meeting 03 January 2023 (and other updates contained in a written Clerks report circulated prior to the meeting)
8. Working Party Reports
9. Neighbourhood Plan Steering Group report
10. Reports from representatives on external bodies/ attendees of external meetings/training
11. General Correspondence (information/circulars etc)  
**PLEASE NOTE 11.1,11.2 and 11.3 WILL BE DISCUSSED AT AGENDA ITEM 29**
  - 11.1 South Norfolk Village Clusters Housing Allocations Plan - Regulation 19 Publication
  - 11.2 Greater Norwich Local Plan A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.
  - 11.3 Greater Norwich Local Plan (GNLP) – Sustainability Appraisal and Strategic Environmental Assessment of the Greater Norwich Local Plan: Note in response to Inspectors’ questions relating to the SA of reasonable alternative sites: Addendum to the Regulation 19 SA / SEA Report

- 11.4 Norfolk County Council - High-rise residential buildings target of new Fire Safety Regulations
  - 11.5 South Norfolk Council – Voter I.D
  - 11.6 Norfolk County Council - Multiply Project
12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
- 12.1 Bush pruning on The Fairland
  - 12.2 Parking on the Fairland
13. To discuss and agree any required responses/actions in relation to any item(s) of correspondence
14. District Councillor's report
15. County Councillor's report
16. Planning Decisions
- 16.1 2023/0013 - Felling of Willow tree  
23 Market Place Hingham Norfolk NR9 4AF - No objections
  - 16.2 2022/2322 - Details of condition 3 of 2022/1982 - (3) External doors  
18 Bond Street Hingham Norfolk NR9 4HA - Approved
  - 16.3 2022/2269 - Tilia Cordata - remove epicormic shoots at a base and up to 5m on main stem/scaffold limbs, raise crown by 5m over road (ensure 5m clearance), reduce branches to 5m from overhead utilities cables, remove dead branches and crown raise above boundary wall to 5m  
Verge On Junction Of Hardingham Street And Bond Street Hingham Norfolk  
No objections
  - 16.4 2022/2252 Replace two windows and one door to the rear  
27 Baxter Road Hingham Norfolk NR9 4HY - withdrawn
  - 16.5 2022/2193 - Utility room and internal alteration comprising removal of part kitchen wall (retrospective)  
Dovecote House 4-6 Dereham Road Hingham Norfolk NR9 4HU - Approval with Conditions
  - 16.6 2022/2079 and 2022/2080 - Demolition of a single storey rear extension, garden outbuilding and a north/south pitched link roof part way into garden and alterations to rear extension fenestration and doorway. New rear extension, new garden pavilions and garden wall to north and east of rear garden together with a new north/south link roof and installation of roof mounted low profile PV units. Replace existing doors to outbuilding at south rear boundary wall.  
6 Chapel Street Hingham Norfolk NR9 4JH - Approval with Conditions
17. Planning Applications (as notified by SNC for consultation)
- 17.1 2023/0051 - Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk  
Variation of condition 2 of 2021/1862 - Design changes to plot 1 only  
Application Type: Removal/Variation of Condition (S73 / S19)
  - 17.2 2023/0171 - Change of use of agricultural land to dog walking and activity area with fenced enclosures, hardstanding for vehicles and erection of two field shelters.  
Application Type: Full Planning Permission

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

**Policy Review ITEMS 19 - 26**

19. To review of Standing Orders
20. To Review the Hingham Town Council General Data Protections Regulations Policy
21. To Review the Hingham Town Council Privacy Notice
22. To Review the Hingham Town Council Privacy Statement
23. To review the Information Audit
24. To review the Hingham Town Council Document Management Policy
25. To Review the Hingham Town Council Complaints Policy and Procedure
26. To Review the Hingham Town Council Filming and Recording of Meetings Policy
27. To discuss the Kings Coronation and agree any actions
28. To nominate a Cllr to regularly attend the Community Groups Get Together meetings (arranged by the Hingham Playing Field Association/Sports and Social Club)
29. To discuss the update and consultation information provided regarding the Greater Norwich Local Plan and agree any actions as per items of correspondence:
- (11.1) South Norfolk Village Clusters Housing Allocations Plan - Regulation 19 Publication
  - (11.2) Greater Norwich Local Plan A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.
  - (11.3) Greater Norwich Local Plan (GNLP) – Sustainability Appraisal and Strategic Environmental Assessment of the Greater Norwich Local Plan: Note in response to Inspectors’ questions relating to the SA of reasonable alternative sites: Addendum to the Regulation 19 SA / SEA Report

**FINANCE – ITEMS 30 - 31**

30. To note the date of the next Finance Committee meeting, proposed date 21 March 2023

31. To agree and approve the accounts for payment (as below and any other invoices received)

PAYEE	DETAILS		AMOUNT		VAT
NPOWER	STREET LIGHITNG ELECTRIC		£799.00	VAT	£133.29
EDF	ELECTRIC/TOILETS		£303.26	VAT	£14.51
STAFF	WAGES		£1,170.64		
STAFF	WAGES		£1,150.16		
NEST	PENSION		£90.24		
COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
NORFOLK COPIERS LTD	PRINTER RENTAL		£74.41		£12.40
HINGHAM PCC	CHURCHYARD PATH LIGHTS ELECTRIC		£60.00		
		<b>TOTAL FOR ALL PAYMENTS (TO DATE)</b>	<b>£3,887.71</b>		
		TOTAL VAT	£200.20		
<b>INVOICES EXPECTED</b>					
R LEGGETT	NEIGHBOURHOOD PLAN WORK	AMOUNT	TBC		
COMPASS POINT	NEIGHBOURHOOD PLAN WORK	AMOUNT	TBC		
HARWARD HOROLOGICAL LTD	INSTALLMENT FOR WORK TO CLOCK	AMOUNT	TBC		

Matters Arising from the Minutes of the Town Council meeting 03 January 2023

- MIN 7 Norfolk County Council have agreed to roll over the funding offer for the bus shelter renovations into 2023/24
- MIN 12.1 & 13.1 Cllr Thompson has spoken with the resident on The Hops who requested the grit bin, and another resident has also verbally requested a grit bin. The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported.
- MIN 20 The parish precept request has been sent to South Norfolk Council and an acknowledgement has been received.

Any planning applications, correspondence and invoices received after the publication of this notice may also be discussed/considered.

Alison Doe – Town Clerk Hingham Town Council, 02 February 2023

**PLEASE NOTE**

THERE WILL BE NO PAPER COPIES OF PLANNING APPLICATIONS AVAILABLE AT THE MEETING

Planning Applications and conditions attached to planning decisions should be viewed on the South Norfolk Council website <https://info.south-norfolk.gov.uk/online-applications/>

THERE WILL BE NO PAPER COPIES OF CORRESPONDENCE AT THE MEETING

THERE WILL BE NO PAPER COPIES OF THE PREVIOUS MEETING'S MINUTES AVAILABLE AT THE MEETING

THESE DOCUMENTS ARE AVAILABLE TO VIEW ON THE HINGHAM TOWN COUNCIL WEBSITE PRIOR TO THE MEETING <https://hinghamtowncouncil.norfolkparishes.gov.uk>