

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 04 JULY 2023. THE MEETING COMMENCED AT 7.30pm.

Present

Cllr Thompson – Chair

Cllr Amey Vice-Chair

Cllr Barnard, Cllr Dunnett, Cllr Eldridge, Cllr Hardy, Cllr Overton, Cllr Roberts

Clerk – Ali Doe

There were 2 members of the public present.

AGENDA

1. Apologies for absence

Apologies for absence were received from Cllr Christien, Cllr Foord, Cllr Sta Ana and County Cllr Dewsbury.

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

Cllr Eldridge raised concerns regarding the report in the local press that the Greater Norwich Growth Board (made up of Norfolk, Norwich, South Norfolk and Broadland councils) are proposing that the Councils borrow £20m to get the nutrient neutrality offsetting scheme up and running. The scheme will be run by a joint venture between the Council and Anglian Water.

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

With reference to agenda item 22, Cllr Amey, Cllr Thompson and Cllr Roberts all declared that they were on the Hingham Neighbourhood Plan steering group and had been involved in writing the draft plan.

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 Thompson confirmed he would Chair all agenda items.

5. To agree the accuracy of the Minutes of the Town Council meeting of 06 June 2023

The minutes of the meeting of 06 June were agreed as correct and signed by the Chair.

6. To agree the accuracy of the Minutes of the Town Council meeting of 13 June 2023

The minutes of the meeting of 13 June were agreed as correct and signed by the Chair.

7. Matters arising from the Minutes of the Town Council meeting 06 June 2023 and 13 June 2023 (and other updates contained in a written Clerks report circulated prior to the meeting - see appendix A)

In addition to the written report, Cllr Eldridge reported that residential units at Moon Court had been advertised for rental, with no mention of the category of use under which the planning permission

was granted. It was noted that no application for change of use appears to have been made. Concern was raised at the rental price point for the units, being £695 - £700 per calendar month, which is substantially in excess of the local housing benefit rate for a one bedroomed property.

Concern was raised regarding the small step at the entrance to the Market Place bus shelter, the Clerk will investigate how this can be removed to make the shelter more disability accessible.

Concern was raised that St Andrews Close residents had advised that District Cllr Josh Woolliscroft had agreed to hold a meeting with them to discuss parking, and no contact has been made to the Town Council by Cllr Woolliscroft to either invite the Councillors to attend any such meeting or to discuss the issues.

8. Neighbourhood Plan Steering Group report

A written report was forwarded to all Cllrs prior to the meeting (as below), in addition to this it was reported that over 100 people attended the drop in event on 03 July and that members of the steering group were hoping to have a small display on the Market Place on July 22nd to give a further opportunity for residents to ask questions about the Neighbourhood Plan. It was confirmed that the next meeting of the steering group is scheduled for 04 October 2023.

Work since last update

- **(minutes of 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)**
- The Steering group were sent a copy of the comments from the Town Council's meeting of 13 June 2023, the Consultant had annotated those comments to highlight what simple amendments could be made to the plan and what would require discussion at a steering group meeting to consider policy wording change. The steering group members agreed that the best was forward was to make minor amendments to the draft plan so it could still be put forward for public consultation on the agreed timeline (so as not to delay the progress of the plan). The Town Council have been sent the consultant's comments on the Council's feedback and the Council can consider any advice given and decide if formal representation needs to be submitted via the consultation process.
- Volunteers delivered the Hingham Neighbourhood Draft Plan to all properties in Hingham.
- Consultation letters have been sent to owners of Local Green Spaces and Non Designate Heritage Assets that have been included in the draft plan.
- The consultation period is 03 July to 25 August 2023, with an open day/evening event taking place on 3RD July.

Work ahead (over the next month or so)

- Steering group to consider comments/representations put forward during the Draft Neighbourhood Plan consultation and decide what amendments to the Plan are necessary.
- Claim the remaining funding for the Neighbourhood Plan held by South Norfolk Council (the funding has already been awarded however it is forwarded to the Council in 2 portions, the second becoming available at the plan consultations stage. There has been no announcement by Groundworks/Locality regarding Neighbourhood Plan funding for 2023/24.

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

Cllr Roberts reported that the Hingham Playing Field Association AGM was scheduled for 11 July. The Clerk asked that the issues regarding the overhanging trees from the Welcomme Space (overhanging The Fields) be addressed at the meeting, as residents are concerned that oil deliveries will be refused.

10. General Correspondence (information/circulars etc)

- 10.1 Norfolk Community Foundation - Win up to £500 and celebrate Norfolk Day our photo competition
- 10.2 NORFOLK COUNTY COUNCIL proposes to make a Temporary Traffic Regulation Order (STRO9368) affecting the C164 Vicarage Road from its junction with U78190 The Stalland for 98m westwards in the PARISH OF DEOPHAM AND HACKFORD to facilitate builder repair works.
The road will be temporarily closed (except for access) from 10th to 14th July 2023 for the duration of the works expected to be about 5 days within the period.
- 10.3 Norfolk ALC Newsletter
- 10.4 South Norfolk Council Customer experience survey

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

- 11.1 Thanks from Hingham 1st Guides for the Grant

12. To discuss and agree any required responses/actions in relation to any item(s) of correspondence

No actions required.

13. District Councillor's report

District Cllr Woolliscroft was not present at the meeting, no apologies or updates on any issues had been received.

14. County Councillor's report

County Cllr Dewsbury was not present and had sent her apologies for not being able to attend the meeting.

Concern was raised from the Council regarding the Norfolk County Council proposal to sell Wensum Lodge.

15. Planning Decisions

- 15.1 2023/0354 Conversion of roof to create additional bedroom
25 Rectory Gardens Hingham Norfolk NR9 4RG
Approval with Conditions

16. Planning Applications (as notified by SNC for consultation)

(use SNC website to view applications)

<https://info.southnorfolkandbroadland.gov.uk/online-applications/>

- 16.1 **2023/1686 - The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN**
Replacement of 9 windows and 2 doors to rear and side elevations
The Council agreed to recommend approval.

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

None.

- 18. To consider the request from the Hingham Society that the Town Council take possession of the Hingham Society records and the funds held by the Hingham Society (to be ringfenced for the purposes of funding activities similar to those carried out by the Hingham Society) – Following the closing down of the Hingham Society as an organisation and charity.**

It was noted that the Hingham Society was set up many years ago.
(post meeting note – date of Hingham Society constitution 1972).

While active, the Hingham society arranged talks/visits/activities relating to local history and environment; reviewed Hingham planning applications; liaised with relevant councils; cared for and planted trees, bulbs etc for village enhancement and also maintained wildlife areas and some village amenities. The Society also researched local history; preserved/catalogued artefacts and archives and prepared/printed booklets.

The Town Council agreed to receive the funds/assets and records from the Hingham Society, which is undergoing the process of winding down to no longer be an active charity/organisation, and to use the funds for purposes similar to those undertaken by the Hingham Society.

It was reported that the Town Archivist was making good progress in sorting the archive material. It was suggested that a working group should be formed to help with the Archives as a long-term project, and that students may be a resource that could be used. It was also reported that there may be more parish material/records to be added from the History Centre, from individuals and for key future events.

- 19. To consider a proposal to purchase a new plaque for the Market Place bus shelter to mark the renovations and commemorate the Coronation of King Charles III**

It was agreed to purchase a plaque for the Market Place bus shelter.

- 20. To receive a report from Cllr Thompson following his visit to Pilgrim House and agree any actions**

Cllr Thompson had forwarded a written report to all Cllrs prior to the meeting detailing his meeting with Pilgrim House, which mainly focused on the poor state of the footway on Ringer's Lane, the poor pedestrian links to the shops and services (including for those individuals needing to use mobility aids), these issues were leading some residents of Pilgrim House to feel unable to leave their home.

It was noted that between the time Cllr Thompson had arranged his meeting at Pilgrim House and his attendance at that meeting, there was an incident reported on local social media of an elderly resident sustaining injuries from a trip/fall on Ringers Lane. The Clerk confirmed that she had sent an email to NCC Highways immediately after seeing the social media post, requesting that NCC Highways take urgent action.

The Highways Engineer, was unable to attend the meeting with Pilgrim House but advised that he would bid for funding for engineering works to improve Ringers Lane, if this was not successful remedial works would be undertaken (the Highways Engineer had advised that it was unlikely that budget would be spent on interim remedial works if funding could be secured for larger scale improvements).

It was agreed to make a freedom of information request to Norfolk County Council regarding reported trip/fall incidents on Ringers Lane.

It was noted the District Cllr Wooliscroft was invited to, but was unable to attend the meeting at Pilgrim House.

21. To receive the invitation from Norfolk County Council for Parish Partnership bid for funding 2024/25 and discuss project ideas

It was advised that the Parish Partnership Scheme is for small highway projects and cannot include anything that required a Traffic Regulation Order, projects that would be considered include:

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities (but not zebra etc. crossings)
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding
- Bus shelters and shelter lighting
- Part-time 20mph signs with flashing warning lights, outside schools
- Keep Clear markings outside schools
- Electric charging points

It was suggested that improvements could be made to the Public Right of Way walks in Hingham by replacement of ditch bridging planks. The Clerk advised that she would have to seek advice on this as she was unsure if this is something that the scheme would cover.

It was noted that the closing date for applications is 8th December 2023

22. To received the consultation notification for the Hingham Neighbourhood Plan and consider any formal responses required by the Town Council to that consultation, including:

- a. **consideration of the feedback from the Neighbourhood Plan consultant following the points raise by the Town Council at their meeting on 13 June 2023**

A copy of the feedback from the Neighbourhood Plan consultant was forwarded to all Cllrs prior to the Council meeting.

Based on the feedback from the Town Council, the Consultant had made some changes to the Draft Plan (where appropriate) prior to the plan being put to public consultation. Some points raised by the Town Council at their meeting on 13 June, could not be put forward as alterations prior to the consultation period as it would require discussion by the Steering Group, the Consultant had noted where this was applicable.

The Town Council noted the amendments made to the Draft Plan, and the outstanding issues were discussed, it was agreed to submit the following formal representations/comments.

The Town Council agreed that it was not necessary to include the cemetery as local green space (as previously requested), it is owned by the Town Council and it was felt not necessary to require additional protection by being allocated as local green space. Previously the Town Council had suggested the inclusion of an important view from the PRow footpath from Watton Road to Attleborough Road, the Council agreed that this should not be included due to the footpath being rarely used (and therefore, the evidence was not there to support the view as important).

The Council agreed that points previously raised with regard to policy wording, where a policy states development “would be supported”, should be put forward as formal representation during the consultation period. The Consultant had suggested the addition of the wording “in principle”. It is understood that the Plan should be positively prepared and is applied as a whole document, however the Council agreed that the wording of “will be supported” (in the policies identified in the previous

feedback) is too tightly restrictive and will remove any flexibility in making representation against development proposals if necessary. It is therefore requested that the policy wording be reconsidered by the Steering Group to ensure that there was not an absolute obligation to support each and every development proposal, because the plan had stated they would “be supported” if such proposals contained the element of an individual policy.

The Council also agreed that points previously raised regarding the policy wording for HIN 2 (also relevant to HIN 4) , that development should have a “seamless relationship and connectivity between the existing development in terms of layout, design, density and character” needs to be re addressed by the Steering Group, to ensure new development (such as on land on Norwich Road proposed for allocation in the Greater Norwich Local Plan) is not just a facsimile of the previous adjacent development, therefor leading to larger developments of one style which become overbearing within the Town. Although the consultant advised that the policy HIN 4 and the design code should prevent this from happening, concern is that HIN 4 and the design code would not prevent “facsimile development”, (and the design code is not policy but is guidance). The Council agreed that the Steering Group should re work the relevant policies to ensure development proposals (for new “estate” builds) which may come forward over time and be adjacent to a previous “estate build” are designed afresh, identifiable as having the ‘character of Hingham’ and are not purely based on the developer’s current preferred style.

b. Town Council owned Green Spaces for proposed inclusion within the Hingham Neighbourhood Plan

The Council discussed the green spaces allocations. Concern was raised that allocating the Watton Road playing field may prevent any reimagining of this space in the future which may include relocating current facilities or rebuilding/extending the built structures. It was noted that the playing field is owned by the Town Council and therefore would not be used for development without the Town Council agreement. It was agreed to respond to the consultation to ask that the Neighbourhood Plan Steering group remove the Watton Road playing field as a protected green space.

c. Town Council owned Non-Designated Heritage Assets for proposed inclusion within the Neighbourhood Plan

The Council agreed with the allocation of Non Designated Heritage Assets including in relation to those assets owned by the Town Council.

23. To consider the request from South Norfolk Council for the Town Council to discuss the possibility of taking on management of the Public Open Space and Play Area as identified in the pre application drawing submitted to South Norfolk Council from Abel Homes for a proposed development on Norwich Road

South Norfolk Council had approached the Town Council regarding the adoption of open public spaces on the future development proposed for land on Norwich Road (land allocated in the Greater Norwich Local Plan), the Town Council raised concerns regarding the lack of information on the proposals (in particular structure of walkways and water management/flood prevention) therefore were unable to make a decision on the basis of the sketch drawing that was supplied (as this was the only information supplied).

24. To consider the proposal from the town archivist to open a Facebook page to showcase some of the parish archive material

This proposal was withdrawn.

25. Receive and discuss the RoSPA skate park report and agree any actions

A copy of the RoSPA skate park report was forwarded to all Cllrs prior to the meeting. The Clerk explained that since the report was undertaken the resurfacing work had been completed. It was agreed to request RadiumRamps to undertake the clean and maintenance work required in the report, as per the previous agreement by the Council that RadiumRamps be appointed to undertake maintenance visits.

FINANCE ITEMS

26. Reminder of the date of the next meeting of the Finance Committee, scheduled 18 July 2023

Noted

27. To agree to use Community Infrastructure Levy money for the resurfacing of the skate park

Agreed.

28. To agree and approve the accounts for payment

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

REF	PAYEE	DETAILS	AMOUNT	VAT
438	STAFF	WAGES	£1,001.67	
		CLEANING PRODUCTS	£7.32	
		TOTAL	£1,008.99	
439	STAFF	WAGES	£1,150.16	
D	NEST	PENSION	£72.19	
440	HMRC	TAX/NI	£920.16	
441	INFORMATION COMMISSIONER	REGISTRATION FEE	£40.00	
442	PLAYSAFETY LTD	ROSPA SKATE PARK INSPECTION	£90.00	VAT £15.00
443	COZENS (UK) LIMITED	STRET LIGHT MAINTENANCE	£240.00	VAT £40.00
444	LINCOLN SOCIAL CENTRE	HALL HIRE	£37.50	
445	ANGLIAN WATER NATIONAL BUSINESS LTD	TOILETS	£19.96	
447	ANGLIAN WATER NATIONAL BUSINESS LTD	CEMETERY STANDPIPE	£227.18	
448	ORLANDO HORNER EASTERN TREE CARE	TRAFFIC MANAGEMENT FOR TREE WORK	£960.00	
449	COMPASS POINT PLANNING	NEIGHBOURHOOD PLAN	£1,125.00	
450	RACHEL LEGGETT	NEIGHBOURHOOD PLAN	£3,143.16	
		TOTAL FOR ALL PAYMENTS (TO DATE)	£9,034.30	
		TOTAL VAT	£55.00	

29. To consider the 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 considered commercially sensitive and are therefore considered confidential

It was agreed to ask the public to leave the meeting. Members of the public left.

30. To consider any quotations received for the Town Council Insurance Policy (from September 2023) and agree a policy provider. In the event that insufficient quotations have been received, to agree that the Finance Committee will consider quotations and agree an insurance provider at the Committee meeting in July.

Any quotations received for the Town Council insurance requirements were considered. It was agreed to appoint Zurich as the Insurer for a 3 year term at £2,178.46 per year.

31. To consider any quotations for the street light maintenance contract (from mid August 2023) and agree a provider.

Any quotations received for the street light maintenance contract were considered. It was agreed to appoint Cozens (UK) Ltd as the street light maintenance contractor for a 4 year term at a monthly cost of £125.00 + VAT

32. To consider any quotations received for the street light replacements on Norwich Road and Watton Road (replacement with LED lanterns)

Any quotations for the street light replacement lanterns on Norwich Road and Watton Road were considered. It was agreed to appoint Cozens (UK) Ltd as the contractor, it was agreed to ask if a reduced price for the work could be offered due to the street light maintenance contract also being awarded. The original quotation offered was £4320 including VAT.

(n.b post meeting note – a reduced quotation was offered for customer loyalty, new agreed quote £4128 including VAT)

Appendix A - Clerks report for 04 July 2023

Matters arising from the minutes of the Town Council Meeting of 06 June 2023

MIN 22 tree survey to be arranged

MIN 24 and 25 Annual Governance and Accountability Return, the form and required supporting documentation has been sent to the external auditor and the relevant notice of electors' rights is on display (AGAR form and notice is also on the Hingham Town Council website)

Matters arising from the minutes of the meeting held on 13 June 2023

MIN 10 Hingham Town Council comments were sent to the neighbourhood plan consultant who has provided feedback, in order to not delay the consultation that feedback will be discussed at the Town Council meeting on 04 July 2023.

Other Updates/Outstanding Issues

- Norfolk ALC to be contacted regarding suitable wording for the Accessibility Statement, with regard to how the template works awaiting reply
- Raised bank between The Hops and Bears Lane – no further correspondence received from NCC
- "Re-dedication" of the bus shelter to be organised.
- Commonwealth War Graves Commission have been invited to install signage at the cemetery
- The Lighting contractor has been advised to undertake the replacement of lighting columns (3 columns in churchyard and 1 on Lincoln Avenue.
- The Clerk has asked Norfolk County Council if a grit bin for The Hops will be supported, no response.
- Paperwork for the new bank account is complete, has been sent to Charity Bank
- A suitable place for a new Town Council notice board to be established.
- Tree works complete
- Skatepark resurfacing complete.
- Laptop to be purchased.
- The resident who has proposed to plant an Oak tree on the Market Place green has agreed to source an alternative species no further correspondence received.
- Moon Court facility, No further update.
- Letter to the Chief Constable and the Police Crime Commissioner regarding parking drafted photographs need to be added prior to sending.
- Quotations seeking letter being for improving/upgrading the footway lighting on Norwich Road and Watton Road sent. The Clerk has spoken with one contractor regarding the project, quotations awaited.
- Market Place Bus Shelter renovations invoices forwarded to Norfolk County Council.
- 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, NCC stated that "hopefully" there will be a draft issued in the new year. No further updates from the team undertaking the work.
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Notice boards for the toilets to be purchased.
- 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 03 July 2023 does not include Matters Arising when the item is on the forthcoming meeting’s agenda

Crime Figures –

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

no further updates