

YOU ARE INVITED TO THE MEETING OF HINGHAM TOWN COUNCIL IN THE LINCOLN HALL ON TUESDAY 05 SEPTEMBER 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 agree the accuracy of the Minutes of the Town Council meeting of 04 July 2023
6. Matters arising from the Minutes of the Town Council meeting 04 July 2023 and other updates contained in a written Clerks report circulated prior to the meeting)
7. Neighbourhood Plan Steering Group report
8. Reports from representatives on external bodies/ attendees of external meetings/training
9. General Correspondence (information/circulars etc)
 - 9.1 TTSR Ltd Extra Services Offer
 - 9.2 Formal Consultation South Norfolk: Public Spaces Protection Order - Vehicle Related Anti-social Behaviour
 - 9.3 South Norfolk Council – Proposed Street Name (development off Attleborough Road)
 - 9.4 Greater Norwich Local Plan - post hearing Inspectors letter
 - 9.5 South Norfolk Council - Mindful Town and Villages - mental health support for your community
 - 9.6 Bruno Peek - TOWN & PARISH COUNCILS & D-DAY 80 - 6TH JUNE 2024
 - 9.7 Norfolk County Council - Enhanced bus services to run in the heart of Norfolk
10. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)
 - 10.1 Resident - Highway Matters
 - 10.2 Resident/Business - Rectory Gates

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

12. District Councillor's report

13. County Councillor's report

14. To Note the Planning Decisions (as decided by SNC)

14.1 2023/2317 - T1 Cherry tree - Fell

3 Chapel Street Hingham Norfolk NR9 4JH

No objections

14.2 2023/2228 - T1 Oak - Reduce large dead central upright limb by 5m to the live branch above tear wound. Remove large broken dead branch in central canopy. Remove or shorten deadwood over 1cm in diameter to stabilize.

5 Granary Way Hingham Norfolk NR9 4FA

Approval with conditions

14.3 2023/0464 and 2023/0465 - Alterations to rear of listed dwelling, replacement of rear extension with new and replacement of garage with new garden studio

22 Market Place Hingham Norfolk NR9 4AF

Approval with Conditions

14.4 2023/1686 - Replacement of 9 windows and 2 doors to rear and side elevations

The Unicorn House 12 The Fairland Hingham Norfolk NR9 4HN

Approval with Conditions

14.5 2023/1279 - Mast and associated apparatus

College Farm Southburgh Lane Hingham Norfolk NR9 4PP

Prior Approval not Required

14.6 2023/1120 - New stud wall to square off internal sitting room. Reinstate double doors in keeping with the original footprint

8 Chapel Street Hingham Norfolk NR9 4JH

Approval with Conditions

14.7 2023/0805 - Variation of condition 1 of 2023/0051 - Change location of garage on plot 5 and form a new highway access to site (to west)

Agricultural Building At Lyngwhite Farm Hingham Road Hingham Norfolk

Approval with Conditions

14.8 2023/0493 - Extend residential curtilage, proposed porch, cart lodge and new access Skylark Barn Watton Road Hingham Norfolk NR9 4NW

Approval with Conditions

14.9 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.

Land South Of Watton Road Hingham Norfolk

Approval with Conditions

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

(use SNC website to view applications)

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

15.1 2023/2339 - Outline planning permission for single storey dwelling with all matters reserved Land To The Rear Of 9 Mill Corner Hingham Norfolk

**15.2 2023/2335 - Erection of a bungalow
25 Norwich Street Hingham Norfolk NR9 4LJ**

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

None at time of publishing the agenda

17. To ratify the planning matters concluded via email in response to the Clerks email sent to all Councillors on 07 August 2023 and agree if further actions are required. The Clerk responded to those planning matters as follows

17.1 2023/2050 - NO OBJECTION

Location: Greenacres Farmhouse Watton Road Hingham Norfolk NR9 4NW

Proposal: Two storey side extension, installation of balcony and rebuild garage with external stairs to room above. Application Type: Householder

17.2 2023/1904 - NO OBJECTIONS - REQUEST CONDITIONS PROMOTING RETENTION OF TREES AND HEDGING AND COMPENSATE FOR THE LOSS OF TREES AND HEDGING RESULTING FROM THE DEVELOPMENT

Location: 7 Bears Lane Hingham Norfolk NR9 4LL

Proposal: Demolition of existing three bedroom dwelling and erection of four bedroom dwelling

Application Type: Full Planning Permission

17.3 2023/2190 - NO OBJECTION

Location: Hillfields Hardingham Road Hingham Norfolk NR9 4LX

Proposal: 38 panel ground mounted solar array (Retrospective)

Application Type: Householder

17.4 In reference to planning application number 2020/2454 (permission already granted by South Norfolk Council March 2021) 15-16 Market Place adjacent to land to the south of Market Place Hingham, the Clerk had received a surveyor's letter /party wall notice regarding the proposed works and options for surveying the party wall (with the public toilets). The correspondence was forwarded to all Councillors and the consensus was to request that out of the options given, option 2 should be chosen, that being, the agreed surveyor (as named in the letter) undertake the necessary survey work for both parties. The Clerk has replied to the surveyor's letter within the 14 day deadline to request that the agreed surveyor undertake works for both parties and as described in the letter it would be expected that the costs would be met by the surveyor's client.

The proposer of works at the land at 15-16 Market Place has (since the Clerk has responded to the Surveyors letter) requested that the Town Council consider additional information provided and forgo the appointment of a Surveyor.

18. To receive an update regarding highway issues/pedestrian safety on Ringers Lane and agree any actions
19. To discuss a request by residents to have screening hedge along the B1108 at The Hops which is supported by South Norfolk Council, including an update on a meeting held with South Norfolk Council and consideration of a request from South Norfolk Council for the Town Council to contribute cost of hedging/trees/flowers/bulbs if planted.
20. To consider the further information from Hingham Methodist Church regarding their proposal to plant a Rowan tree on the Market Place green and installation of associated plaque (to commemorate the King's Coronation, proposal previously agreed by the Town Council), including consideration of a donation toward the cost of the tree and committing to the Town Council to watering the new tree
21. To consider the new information from Norfolk County Council on proposals for Electric Vehicle Charging Points and agree any actions
22. To consider the following proposals from the Hingham Santa's Grotto Committee
 - Yard Sale - Sunday 24th September
 - Request permission to erect a gazebo on the Marketplace adjacent to the bus shelter for the purpose of selling maps, plants and cakes.
Gazebo will be erected in the morning and removed at the end of the event, secured by pegs and leg weights.
 - Gift and Craft Fair - Sunday 5th November
Request permission to have stalls on the Fairland adjacent to the Bowls Club.
Area will be roped off to prevent access to and from the road.
Stall holders vehicles to remain on the Fairland for the duration of the event.
Grotto committee members to supervise vehicle movements.
Risk Assessment and Public Liability insurance to be provided.
 - Grotto on the Fairland - 1st December to 6th January
Erection of Christmas tree in the middle of the Fairland to the north of Watton Road and west of Dereham Road.
Siting of Santa's cabin and grotto on same.
Use of electric supply from rear of the bus shelter to power lights for the tree, cabin and grotto as before.
 - Grotto Day - Saturday 9th December
Erection of gazebos on the Fairland as described above for fund raising stalls
Provision of portable lighting
Owl display, Singers, Food and drink supply
Santa being driven round Hingham in a fire engine. Exact route and timings to be coordinated with Hingham Fire Brigade and of course Santa giving out gifts from the Grotto
Risk Assessment and Public Liability insurance to be provided.

23. To consider a request from Grays Fair to use the Fairland for the visiting funfair and agree any actions
24. To consider a proposal to set up a working party to assist with archive material including planning for the long-term use and storage of the archive and (if agreed) to agree membership

FINANCE ITEMS

25. To receive and discuss any points (if necessary) the draft minutes of the meeting of the Finance Committee, held on 18 July 2023.
26. To receive, discuss and agree the reserves policy (as agreed by the Finance Committee), as updated following year end 31 March 2023
27. To note the accounts for payment authorised by the Finance Committee at their meeting held on 18 July 2023 (as below)

| PAYEE | DETAILS | | AMOUNT | | VAT |
|-----------------------------------|--------------------------------|---|-------------------|-----|-----------|
| STAFF | WAGES | £1,001.67 | | | |
| | BINBAGS | £5.28 | | | |
| | TOTAL | £1,006.95 | | | |
| STAFF | WAGES | | £1,143.56 | | |
| NEST | PENSION | | £72.19 | | |
| HINGHAM PLAYING FIELD ASSOCIATION | HALL HIRE NEIGHBOURHOOD PLAN | | £150.00 | | |
| EUROFFICE | TOILET SUNDRIES | | £129.59 | VAT | £21.61 |
| ZURICH | INSURANCE | | £2,178.46 | | |
| COZENS (UK) LIMITED | STRET LIGHT MAINTENANCE | | £240.00 | VAT | £40.00 |
| COZENS (UK) LIMITED | LIGHT REPLACEMENT LINCOLN AVE | | £2,154.00 | VAT | £359.00 |
| SSE | STREET LIGHT ENERGY (3 MONTHS) | | £3,654.85 | VAT | £609.13 |
| EMMA HARRISON (NP CONSULTANT) | NP ENVIRONMENTAL SCREENING | | £360.00 | | |
| WAVENY SURFACING | SKATE PARK RESURFACING | | £11,848.00 | VAT | £2,369.60 |
| NORFOLK COPIERS | PRINTER RENTAL | | £74.41 | VAT | £12.40 |
| | | TOTAL FOR ALL PAYMENTS (TO DATE) | £23,012.01 | | |
| | | TOTAL VAT | £3,411.74 | | |

28. To note the proposed date of the next meeting of the Finance Committee 21 November 2023
29. To note the transfer of funds (£85,000) to the Hingham Town Council new account held with Charity Bank
30. To receive and discuss External Auditors Report (2022/23 AGAR Section 3 External Auditor Report) – If received
31. To agree and approve the accounts for payment (as below and any other invoices received)

| PAYEE | DETAILS | | AMOUNT | | VAT |
|-----------------------|---|---|-------------------|-----|----------------|
| STAFF | WAGES | £1,170.84 | | | |
| | BINBAGS | £15.84 | | | |
| | CLEANING PRODUCTS | £17.48 | | | |
| | MOPHEADS | £12.99 | | | |
| | TOTAL | | £1,217.15 | | |
| STAFF | WAGES | £1,143.56 | | | |
| | POSTAGE | £6.85 | | | |
| | TOTAL | | £1,150.41 | | |
| NEST | PENSION | | £90.24 | | |
| TTSR LTD | GRASS CUTTING CONTRACT | | £3,572.96 | VAT | <i>£595.50</i> |
| COZENS (UK) LIMITED | STRET LIGHT MAINTENANCE | | £240.00 | VAT | <i>£40.00</i> |
| COZENS (UK) LIMITED | REPLACEMENT COLUMNS CHURCHYARD | | £3,060.00 | VAT | <i>£510.00</i> |
| SSE | STREET LIGHT ENERGY (16.AUG PAYMENT) | | £1,298.47 | VAT | <i>£216.41</i> |
| SOUTH NORFOLK COUNCIL | DOGWASTE BIN EMPTYING 23.24 | | £701.40 | VAT | <i>£116.90</i> |
| SOUTH NORFOLK COUNCIL | DOGWASTE BIN EMPTYING 22.23 | | £624.96 | VAT | <i>£104.16</i> |
| NORFOLK COPIERS | METERED PRINTING | | £52.26 | VAT | <i>£8.71</i> |
| LINCOLN SOCIAL CENTRE | HALL HIRE | | £75.00 | | |
| HAWARD HOROLOGICAL | CALL OUT TO CLOCK FAILED CHIMES | | £240.00 | VAT | <i>£40.00</i> |
| | | TOTAL FOR ALL PAYMENTS (TO DATE) | £12,322.85 | | |
| | | TOTAL VAT | <i>£1,631.68</i> | | |

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, 31 August 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>