

**NOTE:** In the case of non-members, this agenda is for information only

# **DEREHAM TOWN COUNCIL**

Assembly Rooms, Quebec Street, Dereham, Norfolk NR19 2DJ

Telephone: Dereham (01362) 693821 Fax: (01362) 693405

derehamtc.norfolkparishes.gov.uk E-mail:generalenquiries@derehamtowncouncil.org

**6<sup>th</sup> December 2018**

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held in the Council Chamber at the Assembly Rooms, Dereham on **Tuesday 11<sup>th</sup> December 2018 at 7.30pm** to consider the items on the Agenda below.

Yours faithfully

*A N Needham*

**Mr A N Needham  
Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

## **AGENDA**

1. To receive any World War One centenary commemorations.
2. To receive apologies for absence.
3. **Declaration of Interest.**  
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011.  
  
Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors to give a report and answer questions.
4. To receive announcements.
5. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 13<sup>th</sup> November 2018.**
6. **Heritage & Open Spaces Committee**  
(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 27<sup>th</sup> November 2018.**

(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

**To consider projects for parish partnership scheme.**

The committee recommended that funding from the parish partnership scheme should be applied for the following projects:

1. Children Crossing flashing sign(s) on Quebec Road for Northgate High School crossing point - £9000
2. Highway entry signs on NCC roads leading into Dereham - £6000
3. Improvements to the surface of the restricted byways around the Neatherd - £6000

Project 1 would be the priority.

**To consider moving bus shelter from Hillcrest Avenue.**

The committee recommended that the bus shelter in Hillcrest Avenue is relocated to outside Strikes on Station Road at a cost of £2000

**To confirm design of speed humps on Neatherd track.**

The committee recommended the Sinusoidal 100mm type speed hump which provided most comfort at low speed but discomfort rapidly increases as the speed increases. The 100mm speed hump would comply with the road traffic regulation 1999. It is hoped that these measures would keep vehicles to a safe 10 mph.

**To consider scheme for improvements to Neatherd pond.**

The committee recommended that the Town Council look at deepening the pond but have a smaller pond, i.e. the volume of water would remain the same but it would be a smaller deep pond rather than a large shallow pond. This should ensure that water remains in the pond during drought periods. The concerns about safety with a deeper body of water would be addressed by making sure that the bed of the pond slopes gently and there is no underwater 'cliff edge'. This work would now go out to tender.

**To consider installing gate on Neatherd Track to Swanton Morley Road.**

The committee recommended that a gate be installed on the Neatherd Track to Swanton Morley Road subject to advice from the Planning Inspectorate.

**To consider action regarding encroachment on the Neatherd common.**

The committee recommended that the Town Clerk contact Breckland Council who as the managers of Neatherd Common are responsible for taking action regarding encroachment.

The committee recommended that the Town Council initially write to the householder with regards to them creating a new access across the common from the track to the bungalow, then follow up with legal action if required.

**To consider action regarding Japanese knotweed on Etling Green.**

The committee recommended that the Town Clerk contact Breckland Council stating that the Town Council recognise that there is a disagreement and in the interest of constructively resolving this and any other matters that we offer to share the cost of obtaining counsel opinion.

If Breckland Council does not wish to take up the offer then the committee recommended that the Town Council take Counsels opinion on the matter.

7. **Recreation Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 27<sup>th</sup> November 2018.**

(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

**To consider handing over grass cutting responsibility at Toftwood Recreation Ground**

The committee recommended that Dereham Saints take over the grass cutting at Toftwood Recreation Ground and that for the first season the budget is fixed at £2160 (16 cuts) and the money be claimed in arrears.

**To consider hedge cutting policy**

The committee recommended the following hedge policy:  
Where a council hedge abuts a domestic garden that the hedge is kept to 5 foot and the top be cut as far as can be reached without using a ladder, but at least to the boundary.

**To consider resolving boundary issues at Dereham Recreation Ground.**

The committee recommended that once the line of the boundary has been established it should be marked with concrete posts and the fence moved to the boundary. This should be carried out as soon as possible and the Town Council would cover the cost as this was not the fault of the current owner.

8. **Finance & Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 4<sup>th</sup> December 2018.**

(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

**To consider grant applications.**

<b>Organisation</b>	<b>Recommended grant</b>	<b>Total cost</b>	<b>Reason for grant</b>	<b>Comments</b>
Norfolk and Suffolk 4x4 response	£152	£7,295	Provide members with new communications system	Recognition of grant required

Dereham Band	£350	£420	Two summer Sunday concerts in Queen Mothers Garden	Recognition of grant required
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**To consider grant applications for WW1Commeration.**

The committee recommended that a grant of £3,000 go towards the Dereham Carnival Crafters to commemorate Peace day on the 20<sup>th</sup> July 2019. For such a large grant the Council would expect an exceptional level of recognition.

**To consider paying CAB grant retrospectively.**

In recognition that it was an error on CABs side that the grant for 2015/16 was not applied for, the Committee recommended that because it would support CABs financial stability that the grant be awarded retrospectively to the level of the budgeted grant for 2015/16.

**To consider grant for CAB 2018/19**

The Committee recommended that a grant of £4,500 be awarded to CAB for Financial year 2018/19 and that the budgeted grant be increased to £4,500 for 2019/20.

The Committee expressed the view that next year it would like to have more information regarding contributions from other parishes and that CAB give a presentation to the committee in June.

**To consider Revenue Budgets 2019-20.**

The committee recommended – that for one year the Council does not join NALC and SLCC and use the funding towards legal advice from NPLaw and planning advice from Andrea Long - planning consultant, to the same value membership of SLCC and NALC.

**To consider the 5 year Capital/ Project Budget.**

The committee noted the amendments to the budget for 2019/20, and recommended that two reserves be set up one to cover the cost of challenging planning applications £5,000 per year and the second of £15,000 per year to go towards future improvements to the town centre and Market Place.

**To consider Precept Requirements 2019-20.**

On considering the budgetary requirements for 2019/20 and following years the Committee recommended that a precept be set at £877,002. This would be a 5.9% increase on a band D property.

**To consider increases in fees and charges for 2019/20.**

The committee recommended that fees and charges be increased by 2.2% across the board with the exception of Market Tolls which would remain the same.

**Update on Council decision to identify additional land for Outdoor Playing Space.**

In order to build a significant reserve towards additional open space the committee recommended that any budgetary underspend in 2018/19 be moved into the earmarked reserve for purchase of additional open space.

**To consider fire security cabinet.**

The committee considered that there was a need for fire security cabinet to protect council documents, and recommended that the purchase goes ahead recognising that the cost would be around £2,500.

9. To receive, confirm as correct and sign the minutes of the **Planning** meeting held on **Tuesday 13<sup>th</sup> November 2018 and 27<sup>th</sup> November 2018**
10. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**
11. To sign and seal Deed of Easement for Osier Farm, Neatherd Moor.
12. To consider revised Vision for Dereham to 2035.
13. Update on letters from Breckland Council.
14. To consider meeting with Breckland Chief Executive.
15. **Exclusion of Press & Public**  
To pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.
16. To discuss County and District matters.