

# DEREHAM TOWN COUNCIL

10<sup>th</sup> April 2018

At a meeting of the **Full Council** held on **Tuesday 10<sup>th</sup> April 2018** in the Assembly Rooms at **7.30pm**.

**Present:** Councillors H Bushell (Chairman), A Bowyer, H Clarke, P Duigan, L Goreham, R Hambidge, L Monument and P Morton.

Also in attendance: Town Clerk Tony Needham, Deputy Town Clerk J Barron and County and District Councillor W Richmond.

133. **To receive any World War One centenary commemorations.**

On this centenary we remember:

Private Charles Frederick George Adcock  
9<sup>th</sup> Battalion – Essex Regiment  
Died 4<sup>th</sup> April 1918 in Albert, Belgium

Signaller Frederick Arthur Skinner  
10<sup>th</sup> Battalion – Essex Regiment  
Died 6<sup>th</sup> April 1918 in France

Private Sydney Burton  
12<sup>th</sup> Battalion – Suffolk Regiment  
Died 12<sup>th</sup> April 1918 in Flanders

Private Clement Howes  
9<sup>th</sup> Battalion – Norfolk Regiment  
Died 15<sup>th</sup> April 1918 in Flanders

Driver Isaac Head  
57<sup>th</sup> Field Coy – Royal Engineers Regiment  
Died 25<sup>th</sup> April 1918 in Flanders

Private Albert William Green  
7<sup>th</sup> Battalion – Norfolk Regiment  
Died 28<sup>th</sup> April 1918 in France

Sergeant Robert Kendall  
1<sup>st</sup> Battalion – Norfolk Regiment  
Died 29<sup>th</sup> April 1918 at home in London

Private Walter Mayes  
9<sup>th</sup> Battalion – Norfolk Regiment  
Died 29<sup>th</sup> April 1918 in Flanders

134. **To receive apologies for absence.**

Apologies for absence were received from Councillors K Millbank and T Monument.

135. **Declaration of Interest.**

There were no declarations of interest.

*The meeting was adjourned*

County and District Councillor W Richmond explained that work on the traffic lights at Tavern Lane would now be carried out in late July/August, he had asked that the work should not coincide with the carnival which is on the 22<sup>nd</sup> July 2018.

He also advised the meeting that at the last SNAP meeting the priorities were speeding in Dereham and rural areas and drug use. The next SNAP meeting will be held on the last Wednesday in May.

Councillor H Clarke asked County Councillors W Richmond and P Duigan what they had spent their £6000 Highways improvements allowance on.

Councillor W Richmond explained that any funding from last year would be carried forward and would be used for SLOW road markings, road crossings and more speed signs. He would also like a sign saying Dereham as you enter the town from Scarning.

Councillor P Duigan said that his funding would be spent on painting lines in the town centre, parking bays in Foundary Place, the hedge at Beatrice Avenue and marking the boundary between Kennedy Close and Larners Drift.

*The meeting resumed*

136. **To receive announcements.**

The Mayor, Councillor H Bushell announced that she had attended the following events:

- 5<sup>th</sup> March 2018 - RAF Marham 100 Year Anniversary
- 21<sup>st</sup> March 2018 - Ruthen Twinning AGM
- 25<sup>th</sup> March 2018 - 100<sup>th</sup> Anniversary commemoration for Victoria Cross recipient Arthur Cross at Shipdham Parish Church
- 27<sup>th</sup> March 2018 - Forget Me Not Meeting
- 6<sup>th</sup> April 2018 - Delivered a donation of £250 to Sense
- 7<sup>th</sup> April 2018 - Swaffham Civic Reception
- 8<sup>th</sup> April 2018 - Wisbech Civic Reception

137. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 13<sup>th</sup> March 2018.**

Proposed by Councillor H Bushell, seconded by Councillor P Duigan, the minutes of the Full Council Tuesday 13 <sup>th</sup> March 2018 were agreed and signed subject to minor amendments.
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138. To receive, confirm as correct and sign the minutes of the **Planning** meeting held on **Tuesday 13<sup>th</sup> March 2018 and Tuesday 27<sup>th</sup> March 2018.**

Proposed by Councillor H Bushell, seconded by Councillor L Monument the minutes of the Planning meetings Tuesday 13 <sup>th</sup> March 2018 and Tuesday 27 <sup>th</sup> March 2018 were agreed and signed.
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139. **Extraordinary Social and Welfare Committee Meeting.**

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

Proposed by Councillor R Hambidge, seconded by Councillor H Bushell the minutes of the Extraordinary Social and Welfare committee meeting were agreed and signed.

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

The following recommendations were agreed and approved by the Council without amendment:

**To consider revised form of Exclusive Rights of Burial for both cemeteries.**

The grant for both cemeteries is for a period of 60 years and that there be a 12 month period following the death of the last surviving owner of the Right, the Council will take all reasonable steps to honour the Grant and not permit any other remains to be interred within the Plot detailed in the Grant until the remains of persons named on the original Grant have been interred or scattered, within the Plot or elsewhere.  
There were several amendments to the text, the final grant will be presented at the next Full Council.

**To consider reselling exclusive rights in old cemetery.**

The council resume selling exclusive rights at the old cemetery and that people on the waiting list should be written to advising them of this decision and given 6 weeks to reply.

**To consider revising conditions for the permission to erect a headstone in both cemeteries.**

The grant is for a period of 60 years. There were also several amendments to the text, the final grant will be presented at the next Full Council.

**To consider fees for permission to erect and maintain kerbed memorials.**

The fee to erect and maintain a kerbed memorial be £1000.

**To consider how to treat memorial benches that are no longer repairable.**

The Town Council write to any persons who donated a bench which is now no longer repairable advising them of this and giving them the option the replace the bench at their expense should they wish to do so.

**To consider future of memorial benches.**

No more memorial benches should be installed; any benches that were required would be purchased by the Town Council.

140. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

141. **To consider and comment on the consultation for the Norfolk Access Improvement Plan.**

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge it was agreed that the following comments be made:

At 3.2.2 reference is made to the Cycling Proficiency training. Cycling Proficiency no longer exists and has been replaced by the Bikeability scheme.

There should be a clear commitment and opportunity for parish and town councils to purchase NCC officer time and expertise to develop local Countryside Access Improvement Plans to support Neighbourhood Plans and local community priorities. The County wide plan will always focus on County priorities around the largest settlements and tourist areas, the option for local communities to develop their own Access Improvement Plan with the County Council could lead to a much great impact across the whole County

142. **To consider an Advertising Board Charter for Dereham.**

Proposed by Councillor R Hambidge, seconded by Councillor L Goreham it was agreed in principle that Dereham would have an Advertising Board Charter for Dereham. Councillors P Duigan and H Clarke will investigate who to contact at Breckland Council and Norfolk County Council so that a meeting could be organised to discuss the proposal.

143. **To consider Dereham Runners Grant Application**

Proposed by Councillor P Duigan, seconded by Councillor A Bowyer it was agreed that a grant of £750 be awarded to Dereham Runners.

144. **To consider Toftwood Recreation Ground and football clubs.**

Proposed by Councillor L Monument, seconded by Councillor R Hambidge the following was agreed:

1. The Council applies for Planning consent for the changing rooms
2. The Council assumes ownership of the changing rooms on the last day of May 2018
3. The Council immediately isolates the majority of the electrical circuits and leaves a safe working socket and lighting to the toilets.
4. The Council applies to Norfolk FA – for funding to fence and secure the changing room area, purchase materials (Toftwood Saints organise volunteers to do work) to carry out cosmetic improvements, surface fixes electrical sockets and lighting to comply with safety standards
5. The Council leases the changing rooms to Toftwood Saints for a nominal sum, with the club paying all the bills.

145. To receive, confirm as correct the draft minutes of the **Annual Parish** meeting held on **Tuesday 20<sup>th</sup> March 2018.**  
This item was deferred.

146. **Exclusion of Press & Public**

Proposed by Councillor H Bushell seconded by Councillor L Goreham it was agreed 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

147. **To review Council's Legal Opinion regarding DC11 and ENV04**

Proposed by Councillor A Bowyer, seconded by Councillor L Monument it was agreed to adopt the following Policy statement:

**Dereham Town Council's Policy Statement Regarding the interpretation of DC11 and ENV04.**

Following on from the Breckland Council's legal advice and the subsequent Town Council's legal advice regarding DC11 and ENV 04, the Town Council would like to put forward the following as a Policy Statement.

This Policy Statement is aimed to give certainty to developers as to the areas on which the Council will actively challenge a development with regard to the provision of Outdoor Playing Space.

The Town Council would like to see developers view play space provision as a significant part of the design process. The aim of any developer should be to identify how a development can provide the best play experience possible for its residents. Outdoor Playing space should be considered early in the design process; it should not be an afterthought with developers allocating any land left over after planning as outdoor playing spaces.

**The Principle of Primary Purpose.**

All Outdoor Playing Spaces must be designed for their primary purpose. The primary purpose must be stated and this must be detailed in any 106 agreement so that it can be secured as such in perpetuity. Any area for sport must be laid out for sport and any area for children's play must be laid out for children's play.

**Area for Sports.**

If the type of sport for which the land is being laid out is anything other than those sports identified within the statutory meaning of a 'playing field', (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2010), the developer will be actively challenged to demonstrate how and why their development will create a demand for these new sports, which is likely to be greater than the demand for the sports listed within the statutory definition of playing field.

For developments of less than 200 dwellings which are not required to provide an area for sport onsite, all the area required for outdoor playing spaces should be provided onsite as Children's Play Space. These will then provide enhanced children's play space and encourage active chase type play.

**Children's Play Space.**

Any areas designated as children's playing space must, in order to have play as their primary purpose, be designed so as to conform with the characteristics set out for a LAP (as detailed in section 6.2 of the FiT guidance 'Planning and Design for Outdoor Sports and Play 2008 with the amendment that the words "may" be replaced with the word "must"). The Town Council will actively challenge any areas that do not meet this requirement.

The LEAPs required under DC11 and ENV04 should be proportionate to the size of development i.e. a development of 80 dwellings will require the minimum equipment detailed by FiT but a larger development will require proportionately more equipment than the minimum detailed within FiT. The development will be challenged if this is not the case.

**Number of Areas**

The Town Council believes that the area provided for outdoor playing space should generally be provided in accordance with the number of areas detailed in policy DC11 (or ENV04) as a minimum. If a developer proposes more spaces than the stated minimum number, then the Town Council will challenge the developer to demonstrate that the play provision thus proposed to be provided is as good or better than that obtained by providing the number of spaces required as a minimum under policy DC11/ENV04.

**The dual use of SUDs and outdoor playing space.**

While the FiT guidance 'Beyond the Six Acre standard' states that outdoor playing space could be located within SUDs features, the more comprehensive 2008 FiT guidance 'Planning and Design for Outdoor Sport and Play' states

5.5.4 "there is, on occasion, a tendency to place outdoor facilities for sport, play and recreation on areas subject to flooding and flood damage. Such areas provide an excellent opportunity for enhancing open space generally but they should not normally be used for siting play or formal sports facilities".

The Town Council will challenge the dual use of SUDs as outdoor playing space unless it can be clearly demonstrated that:

1. the outdoor playing space is the primary purpose and will not be compromised by the SUDs
2. the site is well drained
3. the discharge of water can legally be limited in order to protect the primary purpose.
4. the playing space can be legally protected as an outdoor playing space in perpetuity
5. the playing space has the capacity to evolve to meet changing future demand; for example it should be possible to introduce new play equipment, the planting of trees to enhance amenity or the construction of a youth shelter and the like.

It was agreed that further legal advice should be sought on the dual use of SUDs

148. **To consider refurbishment of 58 Norwich Street.**

Proposed by Councillor R Hambidge, seconded by Councillor L Monument it was agreed that the tenants of 58 Norwich Street would be given notice to vacate the building.

**Chairman**