

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

DEREHAM TOWN COUNCIL

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5th March 2026

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 10th March 2026** 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.

A G E N D A

1. To receive apologies for absence.

2. **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

Adjournment for 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 who are not Town Council members to give a report and answer questions.

3. To receive announcements.

4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 10th February 2026**.

5. **Heritage & Open Space**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting** held on **Tuesday 24th February 2026**.

b) To discuss any matters arising and vote on any recommendations listed below.

To discuss maintenance of Rolling Pin Lane.

The committee recommended that the issues of maintaining Rolling Pin Lane be left to Norfolk County Council if Norfolk County requested funding from Dereham Down Council it would have to demonstrate that Rolling Pin Lane is a maintained Highway.

To consider request to place dog waste bin on Cherry Lane.

The committee recommended that the Town Clerk write to Breckland District Council asking them for a formal agreement that they will empty bins for the next ten years or the lifetime of the bin. If no agreement can be agreed, then the Town Council would not provide bins.

To consider removal of block-built bus shelter on Norwich Road.

The committee recommended that the Town Clerk contact Norfolk County Council to ask for evidence of who is responsible for the bus shelter.

To consider Norfolk County Council gritting routes.

The committee recommended that the following areas be put forward to be added to Norfolk County Councils gritting routes:

1. Number 8 bus route in Toftwood. This is a vital bus route for many people getting to work, part of which is also National Cycle Route 13.
2. Theatre Street – this is a well-used route to school and a bus route.
3. South Green / South End / Baxter row – Again, a very heavily used route, and part of National Cycle Route 13.
4. Moorgate – bus route into town and heavily used resident, the junction on the corner of Moorgate is a blackspot for ice.

6. **Recreation**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting** held on **Tuesday 24th February 2026**.

b) To discuss any matters arising and vote on any recommendations listed below

To consider and make recommendations with regards to Skate Park Design.

The committee recommended going ahead with the revised plans for the skatepark with the larger footprint and an additional budget of up to £20,000.

7. **Finance**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting held on Tuesday 3rd March 2026.**

b) To discuss any matters arising and vote on any recommendations listed below.

To consider grants applications.

The following grants were recommended.

Organisation	Amount of grant recommended	Reason for Grant	Comment
The about Dereham Partnership	£500	To fund publicity materials for Heritage Open Days.	
Dereham Band	£750	To fund three free concerts in the Ellenor Fenn Gardens in Dereham on the 21 st June, 19 th July, 30 th August 2026.	The committee would like the band to explore opportunities for sponsorship in future years.
Dereham Meeting Point	£1000	A sign written pop up Gazebo.	The committee would like to see photos of how the gazebo is being used.
Norfolk Accident Rescue Service	£1000	To fund CPR and Defibrillator training courses for the general public at the NARS base in Dereham.	

To review ear-marked reserves.

The ear marked reserves were reviewed with the following recommendation.

It was recommended that Burial Account be utilised to create a memorial for still birth burials at the old cemetery. This would be deferred to the Social and Welfare committee to consider.

To consider adding interest to certain ear-marked reserves at year end.

The Committee recommended that interest be added to the following ear marked reserves at the end of each financial year:

- Allotment capital account
- FEPOW memorial maintenance
- FODMH – towards children's theatre

The interest applied will be the same as is received in the Council's Premier Account

To consider installing PVs on the flat roof of Dereham Memorial Hall.

The committee recommended that the Council proceeds with installing solar panels and batteries on the flat roof of the Memorial. The cost could be between £50k and £60k, with a pay-back period of 5-11 years.

Once the spec has been confirmed prior to tender, an estimate for the additional insurance premium is obtained. If the additional insurance premium was for more than £500 then the matter would be brought back to committee to reconsider.

To consider Assembly Rooms external and internal decoration.

The Committee recommended that as part of the external painting of the Assembly Rooms, that the foyer and stair area be painted and the flooring on the stairs and landings be replaced.

8. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
9. To confirm representation on the Dereham Task Force Political Oversight Group.
10. To receive any updates/reports from members of the Council who are County or District Councillors.

DEREHAM TOWN COUNCIL

10th February 2026

At a meeting of the **Full Council** held on **Tuesday 10th February 2026** in the Memorial Hall at **7.30pm**.

Present: Councillors Z Flint (Vice Chairman), P Duigan, A Greenwood, R Jamieson, A Keats, H King, L King and P Morton.

Also in attendance: T Needham (Town Clerk), and J Barron (Deputy Town Clerk).

171. **To receive apologies for absence.**

Apologies for absence were received from Councillors A Brooks, C Coleman, S Green and R O'Callaghan.

172. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

Mr Jayden Lister from Shipdham spoke of his concerns over the possibility of there being parking charges at the car parks in Dereham when they are handed over to the Town Council.

The meeting resumed

173. **To receive announcements.**

The Deputy Mayor, Councillor Z Flint, announced that the Mayor, Councillor R O'Callaghan had attended the following event:

1st February 2026 - Wymondham Civic Event

Councillor H King presented a certificate from the Royal British Legion to Dereham Town Council for all their service and support to the Dereham Poppy Appeal, and Remembrance Day. He continued by saying that the Poppy Appeal in Dereham had raised the sum of £33,000.

174. **To receive from the Chairman, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 13th January 2026.**

Proposed by Councillor Z Flint, the minutes of the Full Council meeting held on Tuesday 13 th January 2026 were agreed and signed subject to minor amendments.

175. **Markets& Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting held on Tuesday 27th January 2026.**

Proposed by Councillor Z Flint, the minutes of the Markets & Buildings Committee meeting held on Tuesday 27th January 2026 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were put to the vote, agreed and approved by the council:

To consider response to Public Space Protection Order (PSPO) consultation.

It was agreed that the Council supports the PSPO in principle but recommended that examples of what is classed as anti-social behavior would be helpful and that signage of what the restrictions are should be installed around the proposed area. Also, the designated area should be extended to include Becclesgate play area, Fleece Meadow, and Morrisons. The Clerk is to be asked to look at rewording the section as it relates to bicycles.

Update regarding Memorial Hall roof tiles and to consider and make recommendations for any action.

It was agreed the Council seek legal advice regarding the failing roof tiles and holding the manufacturers who provided the tiles to account.

It was agreed to get a detailed drone survey of the tiles arranged to establish the extent of the issues. This would be arranged after legal advice has been received.

To consider engaging an architect to progress the Breckland Land Transfer.

It was agreed the Town Council progress the transfer of the land near the Leisure Centre by commissioning Rhona Flemming to produce a master plan for the site. and that a soil analysis is carried out on the land.

It was agreed that given the history of the Leisure Centre site, investigations into possible historic contamination be carried out so that the Council understands the possible risks before any transfer.

Update on Barwell Court Toilets, to consider and make recommendation regarding handrails.

It was agreed that a heavy-duty retractable handrail be fabricated and installed into the disabled toilet at Barwell Court.

176. **Social Welfare**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on Tuesday 27th January 2026.**

Proposed by Councillor H King, the minutes of the Social & Welfare Committee meeting held on Tuesday 27th January 2026 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were put to the vote, agreed and approved by the council:

To consider and make recommendations relating to burial responsibilities.

It was agreed that a letter be sent to all undertakers giving a guide of the Town Councils expectations of how a grave should be left after a burial making it clear that the Council expects high standards.

It was agreed the Town Council adopt a policy of making undertakers responsible for topping-the-graves-up for the first 12 months following a burial. If the Council receives reports of dropped graves within this period, then the appropriate undertaker can be notified.

To consider and make recommendations relating to grave depths.

It was agreed the Town Council policy is amended to stipulate that the depth of a double grave must be an absolute minimum of 6 ft. It must be made very clear to undertakers that 6ft is the absolute minimum and that if the grave diggers are digging less than 6ft then some sort of penalty will need to be introduced.

To consider and make recommendations relating to setting out ashes plots at the New Cemetery.

It was agreed the Town Council commission the fabrication of a series of rails made of stainless-steel angle sections, which would be fixed in the ground. The rails would be fabricated so that standard 600 x 900 slabs locate exactly within the rails.

To consider and make recommendations regarding the time between a burial and the erection of a headstone.

It was agreed the Town Council advise the next of kin, undertakers, and stonemasons, that it is recommended that headstones are not erected until 12 months following a burial to allow time for the ground to settle. Communications should explain the reason 12 months is being recommended.

177. **Plans**

To receive from the Chairman, confirm as correct and sign the minutes of the **Planning Committee meeting** held on **Tuesday 13th January 2026**.

Proposed by Councillor A Greenwood, the minutes of the Planning Committee meeting held on Tuesday 13th January 2026 were agreed and signed.

Councillor R Jamieson raised his concerns about the location of the solar storage batteries in the following planning application **PL/2025/1800/FMAJ Former Jewson Builders Merchants Westfield Road.**

The Town Clerk said that he would write to Breckland Council for more information as to what procedures were in place.

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

Proposed by Councillor Z Flint, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

179. **To consider and agree how graves should be left following a funeral.**

It was agreed that new graves are covered with artificial grass for the first year following a funeral but the next of kin should be given the option to opt out if they wish. The Town Council would continue to seed the graves once the graves had settled, this would now take place in September.

It was agreed that the sum of £7 be added to the burial fees to cover the cost of the artificial grass.

It was agreed that the cemetery rules be modified to state that artificial grass is permitted for the first 12 months only following a burial.

180. **To consider requesting that Breckland Council register all open spaces in its ownership within Dereham with Fields in Trust.**

Councillors agreed to request that Breckland Council register open spaces in its ownership within Dereham, and potentially at risk of being lost, with Fields in Trust. The Clerk would circulate a list suggested open spaces to Councillors before submitting.

181. **To agree recommendation for appointment of consultant to prepare future recruitment.**

It was agreed to appoint Local Government Resource Centre to prepare future recruitment.

182. **To discuss and agree amended wording for the PSPO consultation.**

It was agreed that the following amended wording for the PSPO consultation be submitted to Breckland Council for their consideration:

Anti-social use of bicycles etc – ‘Within the designated area; no person shall ride a bicycle, skateboard or e-bike, within Wrights Walk, Nelson Place or

along any footpath or footway adjacent to the carriageway.

Congregation around Public Toilets – No person shall loiter, remain or gather in or around Barwells Court or inside/outside the public toilets, whether alone or in a group of two or more persons.

183. To receive any updates/reports from members of the Council who are County or District Councillors.

Councillor H King asked County Councillor P Duigan if he had an update on the overgrown hedges on Greenfields Road.

Councillor Duigan had no update.

Councillor H King also asked Councillor Duigan if he knew when repairs would be carried out on the A47 between Dereham and Kings Lynn as this part of the road is breaking up.

Councillor Duigan said that this would be an issue for the Highways Agency.

Councillor H King asked about the zebra crossing on Norwich Road near Etling Grange and Councillor R Jamieson asked when the feasibility study would be carried out.

Councillor Duigan said that he was hopeful that the feasibility study would take place within the next few months

Councillor A Greenwood said that he had noticed that work has started on the care home Scarning and asked if any work was to be carried out on the Drayton Hall Lane/A47 junction.

There was no response.

Councillor H King asked if there were any update on further repairs to Cherry Lane.

The Town Clerk replied that repairs would be attempted this week.

Chairman

DEREHAM TOWN COUNCIL

24th February 2026

At a meeting of the **Heritage & Open Spaces Committee** held at the Memorial Hall on **Tuesday 24th February 2026**.

Present: Councillors P Duigan (Chairman), Z Flint, A Greenwood, R Jamieson, and P Morton.

Also in attendance: Town Clerk T Needham, Deputy Town Clerk J Barron, District Councillor A Webb, Sara Flatt (Dereham Heritage Trust), and Ken Hawkins (Community Access Warden).

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor A Brooks.
2. **Declaration of Interest**
There were no declarations of interest.
3. **To receive a report from Dereham Heritage Trust.**
Sara Flatt from Dereham Heritage Trust present a report advising that this year the museum will be focusing on sport in Dereham from the Victorian to today. They will also be covering the Temprance Movement and the General Strike in 1926.
Dereham Heritage Trust have been contacting parents and carers who are home schooling and are look to start a Home Education Club.
Events taking place this year will include:
 - Digging Dereham which will be a three-day event, Friday, Saturday and Sunday and it will be the Saxon Age
 - Bonnie Mouse take over day will be sports themed.
 - Big Dereham Book Day, which was an immense success last year raising over £480.

Dereham Heritage Trust have invested in a gazebo to use at events for community engagement.
4. **To receive a report from the Community Access Warden.**
The Community Access Warden Mr Ken Hawkins presented his report to the Committee, expressing his concerns regarding the condition of FP14a (The new Boardwalk leading to Stone Road) and FP26 (Dumpling Green), he continued by saying that the more people that reported the issued regarding these footpaths then there would be a higher chance of something being done.

The Community Access Warden advised the committee that on the Walkers are Welcome website there now a page giving update on paths and any issues.
5. **To discuss maintenance of Rolling Pin Lane.**
Rolling Pin Lane is a Public Right of Way on foot only. The Lane also has a number of private properties with prescriptive private rights for vehicles.

The Town Council could only contribute to the maintenance of a Highway if either the Highway is a Maintained Highway, or the Town Council has private rights over the Highway (as was the case with Cherry Lane). It is not known whether Rolling Pin Lane is a Maintained Highway or not; but it probably is given its history.

The committee recommended that the issues of maintaining Rolling Pin Lane be left to Norfolk County Council if Norfolk County requested funding from Dereham Down Council it would have to demonstrate that Rolling Pin Lane is a maintained Highway.

6. **To consider request to place dog waste bin on Cherry Lane.**

The committee recommended that the Town Clerk write to Breckland District Council asking them for a formal agreement that they will empty bins for the next ten years or the lifetime of the bin. If no agreement can be agreed, then the Town Council would not provide bins.

7. **To consider removal of block-built bus shelter on Norwich Road.**

This item was deferred to the next committee meeting to allow councillors to put forward any ideas they may have for the use of the bus shelter should it be found that the Town Council is responsible for the bus shelter.

The committee recommended that the Town Clerk contact Norfolk County Council to ask for evidence of who is responsible for the bus shelter.

8. **To consider Norfolk County Council gritting routes.**

The committee recommended that the following areas be put forward to be added to Norfolk County Councils gritting routes:

1. Number 8 bus route in Toftwood. This is a vital bus route for many people getting to work, part of which is also National Cycle Route 13.
2. Theatre Street – this is a well-used route to school and a bus route.
3. South Green / South End / Baxter row – Again, a very heavily used route, and part of National Cycle Route 13.
4. Moorgate – bus route into town and heavily used resident, the junction on the corner of Moorgate is a blackspot for ice.

9. **Update on Bishop Bonners Cottages.**

The Town Clerk gave a verbal update on Bishop Bonner Cottages, saying that after a recent visit by Anna High (Building Surveyor) it was agreed that were a few areas that required some plastering work and that in a couple of years the repairs to the thatch would be needed. A budget of £20,000 would be set aside for the work on the thatching.

Chairman

DEREHAM TOWN COUNCIL

24th February 2026

At a meeting of the **Recreation Committee** held at the Memorial Hall on **Tuesday 24th February 2026** upon the rising of the Heritage & Open Spaces Committee.

Present: Councillors Z Flint (Chairman), P Duigan, A Greenwood, R Jamieson and P Morton.

Also in attendance: Tony Clerk T Needham and Deputy Town Clerk Jilian Barron.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor A Brooks.
2. **Declaration of Interest**
There were no declarations of interest.
3. **To consider and make recommendations with regards to Skate Park Design.**

The design was amended to incorporate some of the features requested by the more experienced users of the park without compromising the needs of other users and potential users, particularly new and less confident users and people with disabilities.

To incorporate some of these competing demands, the redesign is likely to be on a slightly larger footprint than the original proposal, this will result in an increased cost.

The committee recommended going ahead with the revised plans for the skatepark with the larger footprint and an additional budget of up to £20,000.

4. **Countryside Park update.**
The Town Clerk gave a verbal update on the Countryside Park saying that the first 1000 of the 4800 trees to be planted over the next three years have been planted. This was funded by the Forestry Commission woodland creation and Countryside Access grants.
Also, the nectar plots, bird food plots and bumble bird plots will be re-seeded this spring. These are part of the Higher-Level Stewardship scheme. The committee welcomed the suggestions of purchasing signage explaining these plots.

Chairman

DEREHAM TOWN COUNCIL

3rd March 2026

At a meeting of the **Finance & Governance Committee** held on **Tuesday 3rd March 2026** at the Memorial Hall.

Present: Councillors S Green (Chairman), P Duigan, A Greenwood, R Jamieson, L King & P Morton

Also present: Town Clerk T Needham.

1. **To receive apologies for absence.**
There were no apologise for absence.
2. **Declaration of Interest.**
Councillor L King declared a possible interest in item 8 by virtue of being a trustee of Dereham Windmill.
3. **To consider grants applications.**

The following grants were recommended.

Organisation	Amount of grant recommended	Reason for Grant	Comment
The about Dereham Partnership	£500	To fund publicity materials for Heritage Open Days.	
Dereham Band	£750	To fund three free concerts in the Ellenor Fenn Gardens in Dereham on the 21 st June, 19 th July, 30 th August 2026.	The committee would like the band to explore opportunities for sponsorship in future years.
Dereham Meeting Point	£1000	A sign written pop up Gazebo.	The committee would like to see photos of how the gazebo is being used.
Norfolk Accident Rescue Service	£1000	To fund CPR and Defibrillator training courses for the general public at the NARS base in Dereham.	

4. To review expenditure against budget.

The income and expenditure to the end of December 2025 was reviewed with explanations provided by the Clerk. The Clerk would provide additional information regarding the following outside the meeting.

- Insurance income
- Stated budget for cemetery lodge.
- Breakdown of the Windmill maintenance expenditure.

5. To review 5-year Projects and Capital Budget.

This was reviewed and amendments noted with the sum for reinstalling speed humps on the Neatherd removed as this was being dealt with by Breckland Council

6. To review Insurance Schedule.

The insurance schedule was reviewed

7. To Review Asset Register

This was reviewed and the Electric Piano removed as this was disposed of.

8. To review ear-marked reserves.

The ear marked reserves were reviewed with the following recommendation.

It was recommended that Burial Account be utilised to create a memorial for still birth burials at the old cemetery. This would be deferred to the Social and Welfare committee to consider.

9. To consider adding interest to certain ear-marked reserves at year end.

The Committee recommended that interest be added to the following ear marked reserves at the end of each financial year:

- Allotment capital account
- FEPOW memorial maintenance
- FODMH – towards children's theatre

The interest applied will be the same as is received in the Council's Premier Account

10. To review Balance Score Card Priorities.

This was reviewed, councillors requested that the long list of potential projects be included next time this was reviewed, that completed projects not be presented and that an attempt be made to add an approximate time frame to projects.

It was also agreed to call priorities Council Projects as this better described the list.

11. To consider installing PVs on the flat roof of Dereham Memorial Hall.

The committee recommended that the Council proceeds with installing solar panels and batteries on the flat roof of the Memorial. The cost could be between £50k and £60k, with a pay-back period of 5-11years.

Once the spec has been confirmed prior to tender, an estimate for the additional insurance premium is obtained. If the additional insurance premium was for more than £500 then the matter would be brought back to committee to reconsider.

12. To consider Assembly Rooms external and internal decoration.

The Committee recommended that as part of the external painting of the Assembly Rooms, that the foyer and stair area be painted and the flooring on the stairs and landings be replaced.

Chairman

Terms of Reference

Dereham Task Force – Political Oversight Group

1. Purpose

The purpose of the Dereham Task Force Political Oversight Group is to provide strategic political oversight, assurance, and accountability for the work of the Dereham Task Force, ensuring that activity reflects local priorities, community concerns, and agreed policy objectives.

The Group will not replace operational decision-making but will provide leadership, challenge, and support to partner agencies involved in the Task Force.

2. Role and Responsibilities

The Political Oversight Group will:

- Provide strategic direction and political leadership to the Dereham Task Force
- Act as a forum for scrutiny and assurance regarding Task Force activity and outcomes
- Ensure that local community concerns raised by residents and businesses are appropriately considered
- Support effective multi-agency working across public sector partners
- Monitor progress against agreed objectives, actions, and milestones
- Receive updates on enforcement, safeguarding, housing, community safety, and compliance activity
- Escalate strategic issues, risks, or policy matters to the appropriate Council bodies where required
- Champion transparent communication and community reassurance

3. Scope

The Group's oversight will include, but not be limited to:

- Community safety and reassurance measures
- Housing and temporary accommodation impacts
- Enforcement and compliance activity
- Engagement with landlords and accommodation providers
- Partnership working with police, health, housing, and other public bodies
- Communication and engagement with residents and stakeholders
- Oversight of relevant planning enforcement related activities

4. Membership

The Group will be comprised of local district ward councillors representing Dereham.

The Group will be comprised of local county councillors representing Dereham.

Membership will also include:

- Relevant District Council Portfolio Holder(s)
- 2 representatives from Dereham Town Council

- Norfolk Police & Crime Commissioner
- Chair/Vice-Chair as agreed by the Group

Officers and partner representatives may attend meetings by invitation, to provide updates or advice.

5. Chairing

The Group will appoint a Chair (and Vice-Chair if required) from among its councillor members.

6. Meetings

- Meetings will be held at an agreed frequency, initially monthly and reviewed as required
- Meetings may be held in person or virtually
- Agendas and papers will be circulated in advance where possible

7. Decision-Making

The Group is an advisory and oversight body and does not hold executive decision-making powers.

Where recommendations are made, these will be referred to the appropriate decision-making body or officer in accordance with Council governance arrangements.

8. Reporting

- The Group will receive monthly progress reports from the Dereham Task Force
- Key updates and recommendations may be shared with Cabinet, Committees, or senior officers as appropriate
- Public-facing updates will be coordinated through agreed Council communication channels

9. Confidentiality and Information Sharing

All Members (of respective authorities) must handle information in accordance with:

- Council codes of conduct
- Data protection requirements
- Any confidentiality agreements relating to partner agencies

Sensitive or restricted information shared with the Group must not be disclosed without appropriate authorisation.

A joint statement for communication with residents and businesses will be produced after each meeting for consistent use be all.

The NOLAN principles will be adhered to in full.

10. Review of Terms of Reference

These Terms of Reference will be reviewed periodically, or earlier if required, to ensure they remain fit for purpose.