

**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  
E-mail: [generalenquiries@derehamtowncouncil.org](mailto:generalenquiries@derehamtowncouncil.org)  
Web Site: [www.derehamtowncouncil.info](http://www.derehamtowncouncil.info)

6<sup>th</sup> March 2025

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 11<sup>th</sup> March 2025 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 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 11<sup>th</sup> February 2025.**

5. **Heritage & Open Spaces**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting held on 25<sup>th</sup> February 2025.**

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

There were no recommendations.

6. **Recreation**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting held on 25<sup>th</sup> February 2025.**

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

**To consider progressing the resurfacing of the path at Recreation Ground.**

The committee recommended that the resurfacing of the path at the Recreation Ground is of such urgency that it be carried out this summer, ideally before the school summer holidays.

The committee recommended that coloured stone be incorporated into the surface layer so that the surface is not a uniform solid black, and that timber edging is used as this provides a neat edge and enables the tarmac to be rolled nearer to the edge and provides a more robust finish.

8. **Finance & Governance**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting held on 4<sup>th</sup> March 2025.**

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

**To consider Grant Applications**

The Following Grants were recommended.

Organisation	Purpose	Amount	Comment
Norfolk Citizens Advice	£4500	To continue to deliver generalist and specialist (crisis, debt, energy) advice to Dereham, and retain Dereham as a volunteer base.	CAB to be made aware that for next year the Council would like to have more information relating to grants CAB receive from parish councils within their catchment, a breakdown of

			service users by parish and the types of support requested.
Dereham/Toftwood 2 <sup>nd</sup> Scout Group	£1000	To replace old tables that are falling apart.	
Dereham Theatre Company	£1000	To fund new individual microphones for upcoming production.	
Dereham Band	£500	Sponsorship for Summer Sunday afternoon concerts in the Ellenor Fenn garden	Cllrs requested to know how many concerts would take place and why the QM Garden is unsuitable.

**To review Insurance Schedule.**

The Committee recommended that the premium be reduced by removing high value very low risk items from the insurance schedule and to sign an agreement for 3 years.

**To consider whether to begin discussions which could lead to Dereham Town Council taking over responsibility for Car Parking from Breckland Council.**

The committee recommended that the Clerk make representation to Breckland Council with a view to taking over the car parking in Dereham. The Town Council would make a decision once heads of terms were known, and once the Clerk had conducted further research on how they could operate, along with the financial and operational risks associated with taking over this service.

**To consider a policy relating to highways matters being passed down to Town Council**

The Committee recommended that where members of the public are directed to the Town Council on matters relating to Highways by Norfolk County Council, that the request be passed onto the appropriate County Councillor to deal with as they think fit.

**To propose that the Council produces an Annual Report toward the end of the financial year which may then be uploaded to the website along with the year-end accounts. This gives parishioners a chance to understand better the many projects that the council undertakes for our community. (Cllr Coleman)**

The Committee recommended that the Council produces a report containing a summary of the Council's achievements for the year, the Mayor's address/summary of the year, a financial summary and list of grants made. The report would be prepared for the Annual Parish meeting and used for other events/meetings and online to share our work over the previous year.

8. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
9. To receive any updates/reports from members of the Council who are County or District Councillors.

# DEREHAM TOWN COUNCIL

11<sup>th</sup> February 2025

At a meeting of the **Full Council** held on **Tuesday 11<sup>th</sup> February 2025** in the Memorial Hall at **7.30pm**.

**Present:** Councillors L Monument (Chairman), A Brooks, H Clarke, P Duigan, Z Flint, S Green, A Greenwood, H King, P Morton and R O'Callaghan.

Also in attendance: T Needham (Town Clerk), J Barron (Deputy Town Clerk), and Sarah Suggitt and Simon Wood (Breckland District Council)

99. **To receive apologies for absence.**

Apologies for absence were received from Councillor C Coleman.

100. **Declaration of Interest.**

There were no declarations of interest.

*The meeting was adjourned.*

Simon Wood and Sarah Suggitt both from (Breckland District Council) spoke about the powers Breckland Council had to enforce owners to tidy up buildings and also the issues with Houses of Multiple Occupancy (HMO's).

It was explained that what is known as a Section 215 is when a formal notice is served to an owner of a property setting out what work much be carried out in order to rectify the building, before a notice is served Breckland Council prefer to try and negotiate with the property owner to try and get the work agreed.

Councillor P Morton asked for an update on the Akash Restaurant.

Simon Wood replied that work had been carried out on the building to make it watertight and structurally secure. He continued by explaining the ways in which the debt can be recovered, which include forcing the sale of the property or prosecution. By the end of February/March then Breckland Council should know how they will recover the money owed.

Councillor P Duigan asked if the wrong types of windows being fitted in listed buildings or buildings in conservation areas would be covered under Section 215. Simon Woods replied that Section 215 was mainly for structural issues rather than cosmetic.

Questions were asked flats above shops and the problems with HMO's, especially the poor quality of the living accommodation.

Sarah Suggitt replied that there was a high demand for single accommodation and that all building would have to pass building regulations.

District Councillor A Webb thanked the Town Council for the work that has been carried out at Cherry Lane but asked if a no through road sign could be installed to deter lorries and cars from using the lane.

Councillor Webb reminded the meeting that grants of £500 were available from Breckland Councils for celebrating the 80<sup>th</sup> anniversary of VE Day and VJ Day.

Councillor Webb told the meeting that she had taken part in another litter picking session with the Dereham Litter Pickers.

*The meeting resumed.*

Councillor A Brooks left the meeting.

101. **To receive announcements.**

The Mayor, Councillor L Monument said that she had not attended any events due to being unwell.

102. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14<sup>th</sup> January 2025.**

Proposed by Councillor L Monument, the minutes of the Full Council meeting held on Tuesday 14<sup>th</sup> January 2025 were agreed and signed.

103. **Social & Welfare**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on 28<sup>th</sup> January 2025.**

Proposed by Councillor H King, the minutes of the Social & Welfare Committee meeting held on Tuesday 28<sup>th</sup> January 2025 were agreed and signed.

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

The following recommendations were agreed and approved by the council.

**To consider funding for Battle of Britain Memorial Service.**

It was agreed that RAFA should now apply for a grant each year for funding for the Battle of Britain Memorial Service.

**Update on arson at Barwell's Court Toilets and consider any further actions to reduce risks in the future.**

It was agreed that the relevant Portfolio holder be from Breckland Council be invited to attend a Full Council meeting to explain how their powers could be used to improve the visual amenity of the Town Centre and reduce the risk of arson.

It was agreed to install a door control system so that some of the cubicles are locked after a certain time in the evening, with an estimated cost of £1,500.

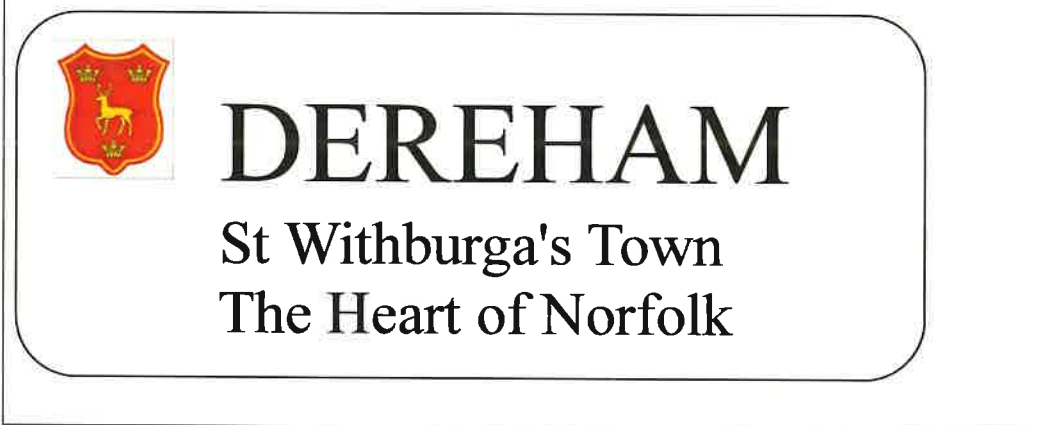
It was agreed that a live webcam be installed at Barwell's Court with an estimated cost of £2,500.

**To consider commissioning ground anchors to stabilise headstones.**

It was agreed that the Town Clerk purchase 100 stainless steel anchors to fix headstones that clearly have had no visitors, and that fail the topple test. The cost of the anchors would be £10 each.

**To consider the style for replacement parish boundary sign on A47.**

It was agreed the following style for the replacement boundary sign on the A47. The Clerk would obtain a cost estimate from National Highways for the preferred style.



**104. Markets & Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting held on 28<sup>th</sup> January 2025.**

Proposed by Councillor S Green, the minutes of the Markets & Buildings Committee meeting held on Tuesday 28<sup>th</sup> January 2025 were agreed and signed.

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

The following recommendations were agreed and approved by the council.

**To review Tuesday Market incentive scheme.**

It was agreed that the Tuesday Market incentive scheme continue for a further 6 months when it would then be reviewed again.

It was agreed that a free day be given to traders on the last market before Christmas on the Tuesday & Friday markets, as a thank you to those traders with a good attendance record.

**To consider Dereham Windmill Remedials**

It was agreed the Town Council underwrite the remedial work required at Dereham Windmill. The value of the Town Council's commitment could be up to £45,000 which would come from a combination of the Windmill repair budget and Buildings Capital repair budget.

**To consider progressing the installation of automatic barrier at Memorial Hall.**

It was agreed to progress with the installation of an automatic barrier at the Memorial Hall. The cost of the barrier would be around £15,000 which would come from the Buildings Capital Repair Budget.

**To consider lighting the Beacon for VE 80 and VJ 80.**

The lighting of the beacon on the 80<sup>th</sup> anniversary of both VE day and VJ day was agreed.

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

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

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

Councillor H Clarke asked County Councillor P Duigan if he had the floor plans for the London Road Sure Start Centre.

Councillor P Duigan replied that the floor plans were with the Town Clerk.

On the 26<sup>th</sup> February the Town Clerk will give a guided tour of the Sure Start Centre to those groups who are interested in taking over the building.

Councillor H Clarke gave a brief update from the Strategic Flood Alliance regarding the flooding at Toftwood saying that due to inflation further funding may be required for the south basin and the clearance work at the old balancing lagoon is to be carried out in in the winter.

**Chairman**



# DEREHAM TOWN COUNCIL

25<sup>th</sup> February 2025

At a meeting of the **Heritage & Open Spaces Committee** held at the Memorial Hall on **Tuesday 25<sup>th</sup> February 2025 at 7pm.**

**Present:** Councillors P Duigan (Chairman), Z Flint and A Greenwood.

Also in attendance: Town Clerk T Needham, Deputy Town Clerk J Barron, and Community Access Warden Ken Hawkins.

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 Community Access Warden.**  
The Community Access Warden Mr Ken Hawkins presented his report to the committee. There was particular concern regarding FP26 (Dumpling Green) it was suggested that a meeting be arranged with the appropriate NCC officers to go through some of the persistent issues. Councilor Duigan said he was in favour of such a meeting and as County Councillor and would assist to facilitate.
4. **Update on Countryside Park activities for 2025.**  
The Town Clerk advised that he had received a provisional grant offer for tree planting, various nectar plots were due for reseeding and a new path would be cut out in the spring.
5. **Update on Cherry Lane improvements.**  
The Town Clerk said that the main work at Cherry Lane had been completed although there was an area where some potholes have started to appear. The contractors will be revisiting the site to assess what is causing the potholes.
6. **Update on encroachments at Etling Green.**  
The Town Clerk gave a verbal update.

**Chairman**



# DEREHAM TOWN COUNCIL

25<sup>th</sup> February 2025

At a meeting of the **Recreation Committee** held at the Memorial Hall on **Tuesday 25<sup>th</sup> February 2025** upon the rising of the Heritage & Open Spaces Committee.

**Present:** Councillors Z Flint (Chairman), P Duigan and A Greenwood.

Also in attendance: Town Clerk Tony Needham, and Deputy Town Clerk Jillian 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 elect a Chairman**

Councillor A Greenwood proposed Councillor Z Flint, seconded by Councillor P Duigan. There were no other nominations. It was agreed that Councillor Z Flint be Chairman of the Recreation Committee.

4. **To consider policy regarding fencing allotments.**  
The committee agreed that where there was no Council responsibility for maintaining a fence between a private property and allotments, the Council would 'make do and mend' if the property owner does not claim ownership of the fence.
5. **To consider progressing the resurfacing of the path at Recreation Ground.**  
The committee discussed the poor state of the path at the Recreation Ground and felt that this project was now becoming urgent. Because the work needs to be carried out in the summer months to avoid compaction and damage to the soil structure, it would need to be prioritized to be completed in summer 2025 rather than wait till summer 2026.

The committee recommended that the resurfacing of the path at the Recreation Ground is of such urgency that it be carried out this summer, ideally before the school summer holidays.

The committee recommended that coloured stone be incorporated into the surface layer so that the surface is not a uniform solid black, and that timber edging is used as this provides a neat edge and enables the tarmac to be rolled nearer to the edge and provides a more robust finish.

6. **Update on play areas at Old Becclesgate, Sandy Lane and Girling Road.**  
The Town Clerk advised that work at Old Becclesgate is provisionally booked to begin on the 13<sup>th</sup> March and completed 28<sup>th</sup> March, Girling Road is

provisionally booked to start on the 12<sup>th</sup> March and completed 8<sup>th</sup> April. The dates for Sandy Lane are yet to be confirmed.

7. **Exclusion of press and public**

Proposed by Councillor Z Flint, seconded by Councillor P Duigan, 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.

8. **To review Balance Score Card and potential future activities.**

The Committee reviewed the Balance Score Card and potential future activities.

**Chairman**

# DEREHAM TOWN COUNCIL

4<sup>th</sup> March 2025

At a meeting of the **Finance & Governance Committee** held on **Tuesday 4<sup>th</sup> March 2025** at the Memorial Hall.

**Present:** Councillors S Green (Chairman), H Clarke, P Duigan, A Greenwood and L Monument.

**Also present:** Councillors Z Flint, H King, C Coleman and Town Clerk T Needham.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor P Morton

2. **Declaration of Interest.**

Councillor S Green declared that his son was a member of 2<sup>nd</sup> Dereham Scout Group. Cllr Green offered to leave the room while the grant was being discussed, the committee were content that he remain.

3. **To consider Grant Applications**

The following recommendation was made:

<b>Organisation</b>	<b>Amount Recommended</b>	<b>Reason for Grant</b>	<b>Comment</b>
Norfolk Citizens Advice	£4500	To continue to deliver generalist and specialist (crisis, debt, energy) advice to Dereham, and retain Dereham as a volunteer base.	CAB to be made aware that for next year the Council would like to have more information relating to grants CAB receive from parish councils within their catchment, a breakdown of service users by parish and the types of support requested.
Dereham/Toftwood 2 <sup>nd</sup> Scout Group	£1000	To replace old tables that are falling apart.	
Dereham Theatre Company	£1000	To fund new individual microphones for upcoming production.	
Dereham Band	£500	Sponsorship for Summer Sunday afternoon concerts in the Ellenor Fenn garden.	Cllrs requested to know how many concerts would take place and why the QM Garden is unsuitable.

4. **Review expenditure against budget.**

The report on income and expenditure was presented and discussed. In addition to the explanations provided in the report, the Clerk would check the following items and feed back to Councillors.

- 269 – Refuse collection
- 279 – Grounds Maintenance
- 129 – Milage costs
- 74 – General Repairs

5. **To review 5 year projects and capital budget.**

The Committee reviewed projects and capital budget and were content with the amendments since it was last reviewed. The Clerk pointed out that the amount allocated for the Market Place resurfacing would need to be increased by £1,400 to allow for cost of road closure.

The Clerk made the Committee aware that the heating controls at the Memorial Hall needed replacing because the software operated on Windows XP, this is likely to cost around £10,000 and would need to be allowed for when the budget is next reviewed.

6. **To review Insurance Schedule.**

The Committee reviewed the options for reducing the insurance premium.

The Committee recommended that the premium be reduced by removing high value very low risk items from the insurance schedule and to sign an agreement for 3 years.

The reason for the recommendation is that high value, very low risk items such as play equipment, tennis courts and skate park, are unlikely to be stolen and vandalism is unlikely to exceed the £2,000 excess on any claim. In agreeing to the recommendation the Council would be reducing its annual premium by around £6,000 per year.

7. **To Review Asset Register.**

The Asset register was reviewed and the items to be removed were noted.

8. **To consider whether to begin discussions which could lead to Dereham Town Council taking over responsibility for Car Parking from Breckland Council.**

The committee recommended that the Clerk make representation to Breckland Council with a view to taking over the car parking in Dereham. The Town Council would make a decision once heads of terms were known, and once the Clerk had conducted further research on how they could operate, along with the financial and operational risks associated with taking over this service.

9. **To consider a policy relating to highways matters being passed down to Town Council**

The Committee recommended that where members of the public are directed to the Town Council on matters relating to Highways by Norfolk County Council, that the request be passed onto the appropriate County Councillor to deal with as they think fit.

10. **To propose that the Council produces an Annual Report toward the end of the financial year which may then be uploaded to the website along with the year-end accounts. This gives parishioners a chance to understand better the many projects that the council undertakes for our community. (Cllr Coleman)**

The Committee recommended that the Council produces a report containing a summary of the Council's achievements for the year, the Mayor's address/summary of the year, a financial summary and list of grants made. The report would be prepared for the Annual Parish meeting and used for other events/meetings and online to share our work over the previous year.

11. **To propose that the Finance & Governance Committee should meet at least every 2 months. (Cllr Coleman)**

The motion was withdrawn.

12. **Exclusion of press and public**

Proposed by Councillor S Green, 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.

13. **To review Balanced Score Card and potential future activities.**  
The Town Clerk gave a verbal update on the Balanced score card, the Committee agreed to remove 2 items from the list.

**Chairman**

