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
Web Site: www.derehamtowncouncil.info

5th November 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 November 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.

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 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 13th October 2026.**

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 **Tuesday 27th October 2026.**

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

To consider Parish Partnership Scheme options.

The committee recommended that a SAM 3 speed watch camera was purchased via the Parish Partnership Scheme.

To consider regular cleaning of bus shelters.

The committee recommended that bus shelters should be cleaned twice each year.

To consider inspecting and decorating the Town Sign.

The committee recommended that the Assembly Rooms contract is extended to include scaffolding and inspection of the Town Sign on the basis that the works are necessary for safety and that the opportunity to act with the current contractors should not be lost.

6. **Recreation**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Recreation Committee meeting** held on **Tuesday 27th October 2026.**

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

To consider purchase of Glebe Lands from the Church of England.

The committee recommended the purchase of two parcels of Glebe Land from the Church of England at a cost of £55,000 subject to a valuation and Charity Commission approval.

To consider progressing the project to acquire additional open space and sports pitches in the south of Dereham.

The committee recommended a public consultation on the concept plan takes place and that the Clerk obtains a formal valuation from the District Valuer.

To consider supporting Dereham Saints to draw down S106 funding to install a borehole and irrigation system.

The committee recommended that the Town Council draws down S106 funding to install a borehole and that Dereham Saints draws down S106 funding to fund a moveable irrigation system.

To consider repainting Neatherd play equipment.

The committee recommended that Neatherd timber play equipment is repainted to improve its appearance.

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

8. To consider and agree process for progressing a decision with regards to Funding of car parks.

9. To consider utilisation of additional office staff hours.

10. To consider installing a Graffiti wall at the skate park.

11. To consider request to reappropriate Windmill funding.

12. To propose that councillors bring forward ideas for increasing the reach of the car park consultation and to suggest how they would like the response data interrogated (Cllr Jamieson)

13. To appoint Councillor J Tuley to the following committees: Social & Welfare and Markets & Buildings

DEREHAM TOWN COUNCIL

13th October 2026

At a meeting of the **Full Council** held on **Tuesday 13th October 2026** in the Memorial Hall at **7.30pm**.

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

Also in attendance: County & District Councillor A Webb, Town Clerk A Needham, Deputy Town Clerk J Barron.

56. **To receive apologies for absence.**
Apologies for absence were received from Councillor R O'Callaghan.

57. **Declaration of Interest.**
There were no declarations of interest.

The meeting was adjourned.

County and District Councillor A Webb advised that the next hazardous waste days with be on the 13th and 14th November.
Breckland Council have released funding for 'Dereham's Got Young Talent' show being held on the 28th October.
Dereham Action Partnership are trialling a Loyalty Scheme for businesses in Dereham, the customer would receive a card which they would collect 12 stamps, once full this would be entered into a draw where they could win a prize.

Councillor H King asked for an update on the setting up of Dereham Speed Watch, Councillor Webb replied that so far only four people had shown any interest and the scheme requires a minimum of six.

Councillor R Jamieson reminded Councillors that bids would need to be submitted soon for the Parish Partnership Scheme and spoke of the East of England investment fund.

Lorraine Bliss from the Joe Dix Foundation addressed the meeting advising that she was part of a nationwide knife campaign, aiming to get knife banks sited in all towns in Norfolk, these banks allow people to dispose of weapons anonymously.

The meeting resumed

58. **To receive announcements.**
The Mayor, Councillor Z Flint, announced that she had attended the following events:-

23rd September – The leader of Breckland Councils Civic Event at the Norfolk Distillery
24th September - Visit to the Air Cadets with Councillor H King
8th October - Opening of PureGym

The Deputy Mayor, Councillor S Green, announced that he had attended the following event:-

29th September - Dereham Theatre Company 'We Will Rock You'

59. To receive from the Chairman, confirm as correct and sign the minutes of the **Extraordinary Full Council meeting** held on **Tuesday 1st September 2026.**

Proposed by Councillor Z Flint, the minutes of the Extraordinary Full Council meeting held on Tuesday 1st September 2026 were agreed and signed.

60. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 8th September 2026.**

Proposed by Councillor Z Flint, the minutes of the Full Council meeting held on Tuesday 8th September 2026 were agreed and signed subject to a minor amendment.

61. **Finance & Governance**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting** held on **Tuesday 15th September 2026.**

Proposed by Councillor S Green, the minutes of the Finance & Governance Committee meeting held on Tuesday 15th September 2026 were agreed and signed subject to the following amendments the name 'Livingston be changed to Linington' and the following statement added ' Another speaker said that he was a long-term resident and council taxpayer who did not own a car and objected strongly to the carpark costs being added to Council Tax'.

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 issues arising from requests for partnership funding from principal authorities.

It was agreed there should be a 'partnership budget' to be considered during the budget setting process.

It was agreed there should be a policy on Partnership Working and asked the Clerk bring ideas forward at some future meeting as time permitted.

62. **Social & Welfare**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting** held on **Tuesday 22nd September 2026.**

Proposed by Councillor H King, the minutes of the Social & Welfare Committee meeting held on Tuesday 22nd September 2026 were agreed and signed subject to minor amendments.

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

The following recommendations were agreed and approved by the council:

To discuss and consider making recommendations with regard to the options for new ashes plots.

It was agreed that the Town Council offer the options ashes plots 600 x 900 mm which can accommodate up to 4 interments or 600 x 600 mm which can accommodate 2 interments; the slabs covering the plots would be mounted on pressure-treated timber boards.

It was agreed that the fee for 600 x 600mm (two ashes interment) remains the same at £332 and the fee for 600 x 900mm (four ashes interment) be £400.

To discuss and consider making recommendations with regard to vigils and the like at the War Memorial.

It was agreed that the Town Council introduce the following policy 'The Town Council does not permit any activity at the War Memorial or the cobbled area opposite the Memorial other than those activities which commemorate UK armed conflicts or the death of the Monarch or senior Royal, which is either arranged by Dereham Town Council or Dereham based organisations. (amendment shown in red)

To discuss and consider making recommendations with regards to new doors at Barwells Court Toilets.

It was agreed the Council gather data to understand the how much the toilets are used. This would involve paying a casual member of staff to manually count on particular days and times to estimate usage over the week.

63. To receive and adopt the minutes of the **Planning Meeting Tuesday 8th September 2026**

Proposed by Councillor Z Flint, the minutes of the Planning Committee meeting held on Tuesday 28th September 2026 were agreed and signed.

64. 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.

65. **To co-opt to the vacant councillor position.**
Four candidates came forward for co-option, following a ballot, Jason Tuley received most votes.

It was agreed that Jason Tuley be co-opted as a Councillor.

Councillor J Tuley joined the meeting.

66. To consider Councillors and staff safety. (Cllr R Jamieson)
This item was deferred to the next Personnel committee meeting.

Chairman

DEREHAM TOWN COUNCIL

27th October 2026

At a meeting of the **Heritage & Open Spaces Committee** held at the Memorial Hall on **Tuesday 27th October 2026.**

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

Also in attendance: Councillors S Green and J Tuley, Town Clerk T Needham, Deputy Town Clerk J Barron, Town Council Officer T Thompson, K Hawkins (Community Access Warden), J Heyburn (Dereham Heritage Trust) and D Spencer (Dereham Saints Football Club).

1. **To receive apologies for absence.**
   There were no apologies for absence.

2. **Declaration of Interest.**
   There were no declarations of interest.

3. **To receive a report from Dereham Heritage Trust.**
   Jane Heyburn gave a summary of her previously circulated report, providing highlights of a successful year to date and plans for 2027.

Councillor Duigan joined the meeting and took over the Chair from Councillor Jamieson. Councillor Green joined the meeting.

4. **To receive a report from the Community Access Warden.**
   Ken Hawkins (Community Access Warden) explained that his report looked at the current state of pathways against how they were 10 years ago. Overall the position was positive but the issue of seasonal flooding on some routes remained. Mr Hawkins answered questions and explained pathway cutting responsibilities (Norfolk County Council, landowners) and provided future ideas for paths across Glebe Land (if purchased by the Town Council) and new trods (via the Parish Partnership Scheme).

5. **To consider Parish Partnership Scheme options.**
   Two possibilities had been identified.

   Speed-activated sign (SAM) or automatic speed watch camera.
   Norfolk Police were yet to approve the use of automatic speed watch cameras. Cllr Jamieson explained the benefits of SAM 3 over SAM 2 speed-activated signs.

The committee recommended that a SAM 3 speed watch camera was purchased via the Parish Partnership Scheme.

Bus Shelters

Councillors deferred this item until passenger data has been received from Konnectbus. However other funding options may be more cost-effective than through the Parish Partnership Scheme.

6. **To consider regular cleaning of bus shelters.**

Councillors discussed the benefit to passengers of having clean bus shelters and the quotes for cleaning once or twice each year. Councillor Jamieson suggested business sponsorship to off-set cleaning costs in exchange for business signage on the structure.

The committee recommended that bus shelters should be cleaned twice each year.

7. **To consider inspecting and decorating the Town Sign.**

The Town Clerk explained that the current Assembly Rooms contract could be extended to allow a full inspection of the Town Sign which had not taken place for about 25 years. Until a full inspection had taken place the extent and cost of repairs could not be estimated.

The committee recommended that the Assembly Rooms contract is extended to include scaffolding and inspection of the Town Sign on the basis that the works are necessary for safety and that the opportunity to act with the current contractors should not be lost.

Chairman

DEREHAM TOWN COUNCIL

27th October 2026

At a meeting of the **Recreation Committee** held at the Memorial Hall on **Tuesday 27th October 2026** upon the rising of the Heritage & Open Spaces Committee.

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

Also in attendance: Councillors S Green and J Tuley, Town Clerk T Needham, Deputy Town Clerk J Barron, Town Council Officer T Thompson and D Spencer (Dereham Saints Football Club).

1. **To receive apologies for absence.**
   There were no apologies for absence

2. **Declaration of Interest.**
   There were no declarations of interest.

3. **To consider purchase of Glebe Lands from the Church of England.**
   The Town Clerk summarised the background, options and benefits of this additional open space in deprived Dereham wards. Professional advice had been obtained and £55,000 for both pockets of land was below generalised market value for their type. The Church of England had indicated it would accept this amount. Councillors agreed unanimously to progress the purchase.

The committee recommended the purchase of two parcels of Glebe Land from the Church of England at a cost of £55,000 subject to a valuation and Charity Commission approval.

4. **To consider progressing the project to acquire additional open space and sports pitches in the south of Dereham.**
   Daryl Spencer (Dereham Saints Football Club) summarised the ongoing issue with insufficient sports provision to the extent that Dereham Saints currently has a waiting list. Councillors also took into account planning consent for a large number of new homes in Toftwood.

The committee recommended a public consultation on the concept plan takes place and that the Clerk obtains a formal valuation from the District Valuer.

5. **Update on Dereham Saints project to replace changing rooms.**
   Mr Spencer explained the challenges to date and current position. He thanked the Town Council for their support and assistance in drawing down S106 funding. The project should be completed early in 2027.

6. **To consider supporting Dereham Saints to draw down S106 funding to install a borehole and irrigation system.**
Mr Spencer summarised the danger to players during the drought in 2026 and Dereham Saints' wish to increase the playing capacity on the pitches they have. Provision of a borehole and irrigation system would allow pitches to be in good condition earlier in the season and would allow water to be piped to additional sports areas. Councillors unanimously agreed the proposal.

The committee recommended that the Town Council draws down S106 funding to install a borehole and that Dereham Saints draws down S106 funding to fund a moveable irrigation system.

7. **To consider repainting Neatherd play equipment.**
Councillors debated the benefits of natural vs. painted play equipment. The Clerk provided a verbal update on potential warranties for painted surfaces and suggest a repainting schedule of 5 years. As Neatherd play equipment had originally been painted, it was agreed it should be reinstated as such when weather permits.

The committee recommended that Neatherd timber play equipment is repainted to improve its appearance.

Chairman

Agenda Report

Dereham Town Council — Full Council

November 2026

8. To consider and agree process for progressing a decision with regards to Funding of car parks.

Background

A decision on how the car parks are to be funded is needed before the end of January 2027, when the Precept must be agreed. The public consultation on how the car parks should be funded closes on 30 November 2026, and its results will not be available for a meeting before Christmas.

The issues arising from the car parks have multiple aspects, options and risks. This may explain why reaching a consensus has proved difficult. Councillors have received substantial information and assessment, some of which individual members may disagree with, and some aspects will remain unknown until after a decision has been implemented. Any decision is not permanent: as further information becomes available, a future Council may revise and change it policy.

Suggested way forward

Step 1 — Additional Council meeting, 5 January 2027. An additional Council meeting would be called for 5 January 2027, convened as the Council sitting as a committee, with the Standing Orders relating to speeches suspended. Councillors would put forward proposed resolutions, which would then be discussed and debated [A proposed resolution could be to do nothing for the time being]. It is suggested that this meeting does not make recommendations or decide a final resolution. Following the meeting, the proposer of each resolution would either:

- propose the same resolution at the Full Council meeting on 12 January 2027;
- propose an amended resolution at Full Council on 12 January 2027;
- withdraw their resolution; or
- merge their resolution with a similar resolution brought by another Councillor [Only where both proposers agree].

The proposer's intentions would need to be communicated by email to the Clerk prior to 9am on the 7th January.

Step 2 — Full Council, 12 January 2027. Each proposed resolution would be debated in accordance with the Standing Orders for debating a resolution. Standing Order 20 could be negated, as the matter will already have been before the Council sitting as a committee. It would probably be preferable for all resolutions to be debated prior to a vote is taken, rather than debate and vote on each motion in turn. Proposers could retain their right of reply under Standing Order 28(j) to immediately prior to the vote. The order in which motions will be debated and voted upon will be the order in which they were originally received by the Clerk.

Step 3 — Precept implications. Much of the budgeting would be completed at the December meeting of the Finance and Governance Committee. Because the car parks decision could have implications for the Precept, a resolution to agree the Precept would be needed following the decision on the car parks. Each resolution on the car parks would therefore need to include its implications for the Precept for 2026/27.

Proposed resolutions

It would be helpful to receive indications of proposed resolutions sooner rather than later, so that ideas can, where appropriate, be discussed with potential third-party management companies so that any practical issues can be resolved before any resolution being presented.

Any Councillor minded to propose a resolution should work with the Clerk to ensure the practicalities are worked through, so that the resolution is workable and that the costs and risks can be placed before Councillors. Given the time of year, it is proposed that any such resolutions be received by the Clerk by the 14 December 2026.

Decision sought

That Council agrees the process set out above, including the additional Council meeting on 5 January 2027,deadline of 14 December 2026 for the receipt of proposed resolutions. Agenda published on the 24th December. The debate and vote on final proposals at Full Council on 12 January 2027.

9. To consider utilisation of additional office staff hours

Background

The Council has previously agreed office staffing equivalent to 4 full-time equivalents (148 hours). Over a number of years, several recruitment cycles, maternity leave and arrangements for part-time working have resulted in 25 underutilized hours. These spare hours have been used to accommodate maternity cover.

One part-time member of staff is now able to increase her hours on a permanent basis by 6 hours immediately, with the option to increase by a further 6 hours as her childcare arrangements change in the future.

It is also requested that up to a further 6 hours be temporarily added to maternity cover, to allow the incumbent to pursue a number of projects. These include progressing the resolution of issues with the East Dereham Relief in Need Charities and establishing .gov websites, email addresses and councillor .gov email addresses.

Of the 25 unutilised administrative hours, 12 would be committed permanently, leaving 13 remaining.

Decision sought

That Council approves the permanent increase of 12 hours for the part-time member of staff, 6 of these hours would be temporarily added to maternity cover, and notes the resulting commitment of 12 of the 25 unutilised administrative hours, with 13 remaining.

10. To consider installing Graffiti wall at the skate park

Background

The former skate park was constructed with vertical walls, these naturally lent themselves to being graffitied. Graffiti on these walls has been tolerated and not considered criminal damage, this has in the past benefited the wider town: the Council, together with the Police, has been able to state clearly that there is a space where street art is tolerated, and that there is an absolute zero tolerance of graffiti elsewhere.

Cost

The spec and estimated cost of the graffiti wall were not available at the time of writing, but will be circulated as soon as they are available and presented at the meeting.

Decision sought

That Council considers whether a graffiti wall should be added to the skate park project,

11. To consider request to reappropriate Windmill funding

Background

Dereham Windmill is owned by Dereham Town Council and leased to the Windmill Trust, which operates it as a museum and community café. While the Trust intends to raise funds through the café towards the maintenance of the windmill, in practice the Trust can only ever raise a proportion of the cost of repairs. If there were no Windmill Trust, the full cost of repairs would fall to the Council, and the windmill would not be open to the public. There is therefore both a financial and a community benefit in the Windmill Trust thriving.

Last year the Council agreed to allocate £54,000 towards repairs.

Proposal from the Windmill Trust

The Trust wishes, if the Council agrees, to reallocate £1,000.00 of the grant money allocated to it for last year's repairs — and for associated work still to be tendered for contracting next year — to the installation of broadband. The use of the funds so far, including the Trust's own contribution, is shown below.

	Dereham Town Council grants	Our share	Total cost
Grant amount	£54,000.00		
Car park	£10,000.00	£6,100.00	£16,100.00
Repairs	£23,800.60	£5,402.60	£29,203.20
A High	£1,670.87	£391.93	£2,062.80
Total	**£35,471.47**	**£11,894.53**	**£47,366.00**
Remaining grant	**£18,528.53**		

The Trust considers this cost worthwhile, as it provides not only reliable point-of-sale capability but also a reliable medium for the WiFi-based security cameras it operates. Of these, only one is currently able to work on the existing WiFi; the remainder would be brought into use once the capability can cope with the additional signals.

Openreach requires a response by 23 November 2026, so the Trust would like the earliest possible decision in order to confirm or otherwise proceed with the installation and completion of this part of the contract.

Decision sought

That Council considers the Windmill Trust's request to reallocate £1,000.00 of the previously awarded grant towards the installation of broadband, noting the Openreach deadline of 23 November 2026.